



SWINDON
BOROUGH COUNCIL

Role Profile

Job Title: Project & Programme Manager	Role Profile Number: H1006
Grade: S Salary:	Date Prepared: 29/12/2022
Directorate/Group: Service Delivery, Highways & Transport	Reporting to: Service Manager, Assets & Transport Development Management
Structure Chart attached:	No

Job Purpose

Under the general direction of Service Manager Assets and Transport Development Management, this post has lead responsibility for undertaking the project manager role on the Council's key strategic and complex delivery projects ensuring that each project delivers the predicted benefits on time, within budget, generating exceptional value for the Council. The role also assumes responsibility for the leadership, direction and management of the Project Managers within the Strategic Transport Team.

Key Accountabilities

- To be responsible for the strategic co-ordination, planning, project management and delivery of transport and civil engineering programmes of work to support the Council's strategic transport objectives and LTP implementation plan.
- Lead on the coordination of technical and management information for bids to external agencies for major projects.
- Lead on the development of appropriate strategies for the programme management and promote the use of recognised project and programme management principles on all projects.
- Monitor and manage all assigned budgets to ensure spend is in accordance with the Council's capital programme.
- Maintain and monitor data concerning progress and expenditure, provide progress reports, financial reports and post completion reports to stakeholders at all levels as required.
- To provide expertise, advice, information and support on project and programme management to Members, Board Directors, Senior Managers, staff and partners as required.

- Lead for the Highways & Transport Professional Services Contract and the Term Maintenance/Service Contract. Report to the Strategic Management Board Programme on performance, risk and relationship issues. Play a lead role in the operational management of the contract and building relationships with the supplier's representatives.
- To procure future professional service contract as required.
- To manage Highways & Transportation Delivery Board programme of works funded through the Local Growth Fund and LTP.
- Experience of influencing and working collaboratively with a range of stakeholders integral to the success of a project(s) including, but not limited to, internal departments, external partners, agencies, government departments and local authorities.
- Responsible for ensuring that Project Managers are delivering against objectives of their project(s).
- Recruit, motivate and develop staff with the team to maintain an effective workforce capable of meeting the council's objectives and being responsive to the demand of its customers.
- Partnership working with external partners and the other local, regional and national agencies as appropriate.
- Ensures the project management and governance arrangements are structured to successfully deliver against the project(s) outcomes.
- To keep abreast of relevant legislation, market developments and new systems commensurate with the objectives of the project management team.
- Lead for all CDM responsibilities assigned and discharged for all projects within remit.

Supplementary Accountabilities

- Strategic Contribution to the information, implementation and achievement of service area business plan objectives.
- Deputise for the Service Manager as required.
- Review, design and implement improved project management process as required.
- Provide project assurance to Highways and Transport Project Board.
- Undertake strategic service reviews, audits and implement resulting action plans as required.
- Strategic Contribution to the LTP Implementation Plan and associated service plans as required.
- Lead on Highways and Transport accreditation for the ISO 45001 and ISO 9001.
- Assist with public consultation exercises, explain proposals at meetings and exhibitions and report on their comments.
- Ability to travel across the Borough for meetings, ability to drive.
- Confident in and able to challenge actions, behaviours and decisions, at a senior level, in the event that they are contrary to the project(s) objectives.

- Contribute, by taking a high level of personal responsibility, to the development and maintenance of the Business Unit as an efficient, effective and economic service (including, when required, championing various areas of best practice, undertaking staff appraisals and staff meetings and managing sickness absence, leave, capability and performance).

Knowledge & Experience

Candidates must have substantial knowledge and experience in the following areas of business and will be required to provide evidence of this:

- Significant proven experience as a lead Project Manager dealing with highways and civil engineering projects.
- Significant knowledge and proven experience in contract management and Health and Safety processes.
- Significant experience in developing and applying project management processes.
- Experience of managing public consultations.
- Significant experience in dealing with Local Transport Plan, other grant funded, and section 106 funded projects.
- Proven experience in managing high performing teams.
- Significant experience of and capability for ensuring that complex/ major projects are delivered on time, within budget to the agreed standards.
- Experience of facilitation and problem solving to a successful outcome.
- Demonstrable experience of developing risk management strategies and supporting and influencing stakeholders to migrate project risks.
- Experience of working in a senior project management role within a large organisation with significant numbers of large and complex projects.
- Experience of successfully working with multi-disciplinary teams, including Head of Service, senior managers, Members and other key stakeholders, including external partners.
- Proven experience in working with multi-disciplinary professionals and elected members.

Qualifications

- Educated to Degree level or equivalent or compensatory experience.
- Member of an appropriate professional institution.
- Driving licence and ability to make site visits and attend meetings across the Borough.

Decision Making

- Makes decisions on planning work programmes and projects on time and within budget.
- Makes decisions on resource allocation with the team.
- Makes decisions on risk management and issues impacting on the scheme delivery.

- Makes operational decisions concerning management of the professional services contract.
- Can make effective decisions quickly and will act on own initiative in order to resolve problems.
- Shows creativity in using resources to deliver cost effective services.
- Has proven results obtained through team work and individual effort.
- Has corporate and political insight and consideration with regards with regards to projects.
- Accountable for the successful operational delivery of the services.
- Makes decisions to interviews and appoint staff.
- Overall responsibly for the successful delivery of projects that affect the borough.

Creativity and Innovation

- Reviews ways of working and identifies opportunities to improve quality of staff of the team.
- Shows creativity in using resources to deliver cost effective services, looking beyond the boundary of current service delivery.
- Continually identifying, evaluating and implements innovative new areas of partnership to maximise and enhance the benefits for the wider community.
- Ability to innovate creative solutions to supplier partnering and service provision.
- Ability to innovate critical path solutions to resolve programme management issues.
- Ability to demonstrate creative resource management to deliver key objectives.
- Actively identify and introduce improvements to areas of accountability.
- Flexibility to meet the varying demands of the role.

<p><u>Job Scope</u></p> <p>Number and types of jobs managed</p> <ul style="list-style-type: none"> • Job role manages a team consisting of 15 posts, including project manager, assistance project managers, and clerk of works/site supervisors. • Numerous resources matrix managed through programme of and project management applications, plus operational management of professional services contract. <p>Typical tasks supervised/allocated to others</p> <ul style="list-style-type: none"> • Project management • Preparation of tender documents • Payments and settlement of final accounts • Correspondence 	<p>Budget Holder</p> <p>Responsibility Delivery of capital projects (LTP/car park maintenance/ drainage/ Major highways schemes circa £8-12m pa). Revenue budgets circa £300K. Post has authorisation for placing orders and payment of invoices to value of £250K.</p> <p>Asset Responsibility: no</p>	<p>Yes</p> <p>.</p>
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Contacts and Relationships

(how the role relates to the work of others i.e. officers, groups, committees, general public, members, partner organisations, internal and external contacts of the council)

- Significant experience of successfully working within multi-disciplinary teams, including, Directors/ Heads of Service, Senior Managers, Members and other key stakeholders, including external partners.
- Ability to operate confidently at all levels with the business including Corporate Board, Member, Heads of Service, senior managers and other key stakeholder, including external partners.
- Confident in and able to challenge actions, behaviours and decisions, at a senior level, in the event that they are contrary to the agreed strategy.

Other Key Features of the role

(working environment / emotional / conditions i.e. regular outside work, unpleasant or hazardous conditions, practical demands such as standing, carrying or working in constrained positions, potential verbal abuse and aggression from people, or risk of injury).

- Potential verbal abuse and aggression from people.
- Occasional lone working.

Employee Signature:	Print Name:
Date:	
Line Managers Signature:	Print Name:
Date:	