



**SWINDON**  
BOROUGH COUNCIL

## Role Profile

<b>Job Title:</b> Assistant Project Manager	<b>Role Profile Number:</b> SBC10923
<b>Level:</b> 7	<b>Date Prepared:</b> February 2025
<b>Directorate / Group:</b> Inclusive Economy and Sustainability Highways and Transport	<b>Reporting to:</b> Project Manager
<b>Structure Chart attached:</b>	No

### Job Purpose

- To work as part of the Highways Project & Programme Delivery team in the management of the Highways & Transport Directorate's programme of work, and by liaising with internal sponsors, ensure that projects are developed and delivered through established project management principles.

### Key Accountabilities

- Prepare and manage project documentation for multi-disciplinary, in-house and partner project teams, including the development of project briefs and business cases, project plans, risk registers, issue logs and budget management tools.
- Provide on-site support to the Project Manager and keep up-to-date records of contract management processes.
- Act as a point of contact for all stakeholders and external agencies concerning progress of specific projects.
- Support the Project Manager in the delivery of projects.
- Draft written and verbal reports to project boards and, subject to approval, the Cabinet Member or committees as required.
- Monitor project progress and prepare status reports for the Project Board, other stakeholders and corporate project monitoring processes.
- Co-ordinate public consultation and public relations concerning projects.
- Be responsible for the carrying out of post implementation reviews and audits in pursuit of continuous improvement.

### **Supplementary Accountabilities**

- Work with other sections of the directorate to ensure provision of appropriate information for the Local Transport Plan Annual Progress Report and other statutory transport documents.
- Co-ordinate with directorate and central finance teams in monitoring fees and expenditure.
- Assist in the preparation, implementation and management of construction service contracts.
- Identify and develop improvements to project management processes, supporting and advising other teams, managers and technical staff.
- Deputise for other members of the team, including project managers, in their absence on day-to day matters arising and make recommendations as appropriate.

### **Knowledge & Experience**

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

- Member or working towards membership of an appropriate professional institution (preferred).
- Experience in delivering civil engineering or other relevant projects and programmes (preferred).
- Competency in project management processes and a level of understating of Local Transport Plan issues, public consultation and planning.
- Excellent communication skills.
- Experience of working with multi-disciplinary senior professionals and elected members within a local authority or an organisation with a significant highway function.
- The ability to influence senior managers, members, other stakeholders and external bodies.
- Experience in the use of risk management tools / registers.
- Ability to work outside of normal working hours to attend meetings and committees etc.

### **Qualifications**

- Educated to diploma / HNC / HND level or equivalent compensatory experience.
- CSCS qualified (preferred).

### **Decision Making**

- Draft regular reports and advice to members and senior managers.

### **Creativity and Innovation**

- Develop project management processes and procedures.
- Assist in the scoping and planning of projects.
- Solutions need to be applicable to the delivery of the Swindon Plan and Local Transport Plan.

<p><b><u>Job Scope</u></b></p> <p><b>Number and types of jobs managed:</b> None</p> <p><b>Typical tasks supervised / allocated to others:</b></p> <ul style="list-style-type: none"> <li>• Construction activities</li> <li>• Project actions</li> </ul>	<p><b>Budget Holder Responsibility:</b> No</p> <p><b>Asset Responsibility:</b> No</p>
--	---

**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).*

- Contractors and SBC operational staff.
- Officers, designers and asset engineers.
- Members of the public.
- External consultants.

**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).*

- Regular outdoor work.
- Potential verbal abuse and aggression from people.
- Working in the close proximity of hazardous materials.

<b>Employee's Signature:</b>	Print Name:
<b>Date:</b>	
<b>Line Manager's Signature:</b>	Print Name:
<b>Date:</b>	