# EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

# Job Title: Major Projects Manager

# Department: Communities, Economy and Transport

# Grade: [Local Managerial Grade 2](https://new.eastsussex.gov.uk/jobs/benefits/local-managerial-grades)

# Responsible to: Team Manager Major Projects & Growth

# Purpose of the Role:

To take a lead on the delivery of East Sussex led major transport and infrastructure projects and lead on the project management function to support the delivery of projects and programmes across the service that contribute directly towards the county council’s priorities to improve infrastructure, growth and place making in the county.

Be responsible for engagement with funding providers and the development of studies, business cases, economic and financial appraisals and submission of funding bids to secure funds from Government infrastructure programmes and from other future local growth funded programmes. Working with other internal teams and stakeholder partners take a leading role in the commissioning, procurement and management of external consultants to support the development and delivery of projects. Take a leading role in developing opportunities to commercialise the delivery of the project and programme management function for internal and external partners.

The role is responsible for the management of the major projects sub team within the Major Projects and Growth team covering East Sussex led major projects, major growth programmes and future pipeline development.

# Key tasks:

1. Take responsibility for ensuring effective programme and resource management, including staffing and a level of delegated budgetary control within the service area.
2. Coordinate programme and external partners to achieve key deliverables in line with Council plan and priorities, delegating and empowering decision-making to the appropriate levels within teams as required.
3. Regularly undertake activities to engage and build trust with people involved in all areas of work, communicating complex information to a range of audiences.
4. Provide efficient leadership across service projects/programme, adapting style to reflect the diverse needs of the team. Role modelling the use of coaching behaviours in performance conversations to identify goals, wellbeing and development needs.
5. Keep up to date with best practice, providing and facilitating learning opportunities within specific field.
6. Leading and directing on discrete projects with time, cost and quality imperatives.

Recognising that ESCC is a large organisation with a number of over-arching priorities extending to all areas of our work, you should be aware of these Council priorities and align strategic decisions with them, proactively seeking appropriate opportunities in your work/service area, and that of others, to contribute, in consultation with your line manager; in particular, but not limited to:

* Net zero emissions targets – reduce the environmental impact of your work, and that of the services you are responsible for.
* Equality, Diversity and Inclusion – proactively contributing to an inclusive and supportive working environment.
* Making the best of our resources - always being aware of what you can do to maximise the use of public monies in the services we both commission and provide, and proactively identifying areas to improve value for money wherever possible.

# PERSON SPECIFICATION

# Essential key skills, abilities, knowledge, experience, values and behaviours

1. Ability to manage resources efficiently, taking into account the impact of national and local strategies or priorities.
2. Ability to translate strategic priorities into clear outcome-focussed objectives for managers and provides energy and drive to achieve them.
3. Ability to foster a culture of empathy and curiosity that supports the development of emotional intelligence of others.
4. Ability to use customer insight / data to determine and drive (customer service) outcomes (and quality throughout service area.)
5. Ability to effectively plan, manage and critically evaluate throughout a project management life cycle.
6. Business planning and performance management.
7. Experience of managing a range of projects.
8. Experience of managing a team.
9. Self-motivated.
10. Resilient.
11. Displays confidence in dealing with ambiguity, complexity and change.
12. Innovation and creativity.
13. Role models an appropriate level of risk-tolerance that allows new ideas to be developed and evaluate outcomes in a non-judgmental way.
14. Interest in development and continuous improvement.
15. Ability to reflect and refine practice and share learning

# Desirable key skills, abilities, knowledge, experience, values and behaviours

1. Prince 2/project management qualification or equivalent experience.
2. Experience of preparing external funding and bids.

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Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

| **Function** | **Applicable to role**  |
| --- | --- |
| Using display screen equipment  | Yes |
| Working with children/vulnerable adults | No |
| Moving & handling operations | No |
| Occupational Driving | No |
| Lone Working | No |
| Working at height | No |
| Shift / night work | No |
| Working with hazardous substances | No |
| Using power tools | No |
| Exposure to noise and /or vibration | No |
| Food handling | No |
| Exposure to blood /body fluids | No |