

BRIGHTON & HOVE CITY COUNCIL

JOB DESCRIPTION QUESTIONNAIRE

Job Title:	Senior Project Manager – Transport Projects
Reports to:	Head of Transport Projects
Department:	City Transport
Section:	Transport Projects
Date written:	29/9/16

Purpose of the Job

Contribute to the economic regeneration of Brighton and Hove through the delivery and implementation of key transport projects to provide the transport infrastructure that enables the transformation and regeneration of the city.

Lead and direct multi-disciplinary project teams in a manner that secures the delivery of multi-million pound projects to time, cost and quality targets.

To provide, lead and where necessary procure the specialist services needed to design and manage the delivery of extensive externally funded programmes of work as well as the delivery of the City Council's Local Transport Plan Programme, public transport services and developer related highway works.

Principal Accountabilities

(Please list the key areas of contribution of the job. These would normally be 6-10 statements, listed in order of importance and approximate percentage of time spent on each.)

1.To directly lead, performance manage and develop teams of staff responsible for the delivery of transport projects, including Road Safety focused initiatives, and the provision of public transport throughout the City, ensuring that any applicable nationally and locally set performance management targets and the Council's performance management standards are met.

2.To be fully responsible for the delivery of the project objectives to ensure the department can meet its commitments within the Service Plan to the overall corporate purpose.

3.To be fully responsible for managing the revenue, capital and externally funded budgets within remit, ensuring that these are controlled within budget

and in line with standing orders, and achieve set targets. Analyse financial requirements, prepare estimates for future years, and ensure that effective budgetary controls and monitoring are established and implemented.

4.To lead, manage and co-ordinate inter-departmental and multi-disciplinary project teams working on strategic multi-million pound projects in Brighton and Hove involving high level discussion and negotiation with planners, solicitors, accountants, private sector developers and transport operators and such other organisations and individuals as may be involved in these projects.

5.To implement best practice project management techniques and systems, develop project timetables, monitor progress and ensure delivery of major projects and externally funded programmes of work to timescale and budget.

6. To prepare progress reports against agreed project business plans for team meetings, Project Boards and Committees. Together with the preparation of concise and easy to read committee reports.. To co-ordinate OJEU tendering exercises, including preparation of Information Memorandum, specification development, evaluation of tenders and contract negotiations. To monitor, review and lead on procurement for contracts to ensure maximum value for money and to continually improve service delivery and outcomes.

7.To develop effective team/partnership working and gain access to the requisite internal resources and skills by working closely with the Project Board and building senior level relationships.

8.To manage an effective project communication strategy to ensure continued support from project stakeholders and cross-functional teams.

Lead consultations with the public, local interest groups, elected members, other council departments, statutory undertakers, external contractors and developers in relation to the design and delivery of controversial schemes on the public highway and in relation to the provision of public transport across the City.

9. To deputise for the Head of Transport Projects and Head of Transport at meetings if required.

10.To lead on contributing to the Council's savings and efficiency plans as required ensuring that team targets are met or exceeded and continuously review the scope for improvement.

11.To prepare and advise staff on the preparation of concise and easy to read committee reports and to ensure they are submitted to the Head of Transport in an appropriate format and standard and in accordance with the committee timetable.

General Accountabilities

To ensure all operations in their areas of responsibility are conducted according to the provisions of the Health and Safety at Work Act 1974 and the

Management of Health and Safety at Work Regulations 1999 and all relevant legislation and council policy.

In particular, as set out in Section 4 of the Council's Health and Safety Policy, and within their area of responsibility:

- To maintain awareness of current Health & Safety legislation and ensure that all employees understand and comply with Health and Safety Policy; that they are informed, trained and supervised to safeguard their own and others welfare and safety
- To carry out risk assessments and ensure implementation of and adherence to safe systems of working practice
- To report and investigate accidents or incidents promptly, implementing recommended action for improvements to safe working practice
- To ensure that safe premises, equipment and working environments are maintained

To assist when directed with the Directorate's emergency response procedures to the Council's Emergency Plan, including response co-ordination with internal and external agencies.

To ensure as far as is reasonably practicable, compliance with all relevant matters affecting the department under the 'Construction (Design and Management) Regulations 2015' to ensure the safe, efficient and effective operation of the project delivery.

To develop practices within the directorate/division that uphold and develop the principles of the City Council's Inclusive Council Policy in relation to staff and to service provision.

To work within and actively promote the City Council's Inclusive Council Policy in relation to service delivery and staff management.

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to your job.

You will be consulted about any proposed changes.

The list of duties in the job description should not be regarded as exclusive or exhaustive.

There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

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PERSON SPECIFICATION

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Essential Criteria

Job Related Education, Qualifications and Knowledge	<ul style="list-style-type: none">• Educated to degree standard in a relevant discipline or significant years of relevant experience in the industry.• High degree of political sensitivity – understanding and awareness of different political/community interests and their aspirations.• In-depth knowledge of the political and legal context of UK local government.• In-depth technical knowledge of EC procurement procedures.• In-depth knowledge of a systematic project management methodology e.g. PRINCE
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Experience	<ul style="list-style-type: none"> • Successful record of accessing funding from external public and private sector sources. • Wide experience of project management/development in a governmental context. • Considerable Experience in working closely with elected Members, the Chief Executive, Executive Directors, Senior Officers and the wider community. • Experience of working with transport stakeholders and other external organisations at MD or CEO level. • Extensive Experience of public consultation and involvement. • Successful management and delivery of projects within tight timescales. • Experience of using project management tools. • Commitment to acquiring awareness of current Health and Safety legislation as it applies to their area of responsibility and to attending relevant Health & Safety training • Awareness of the need to identify hazards in their area of responsibility and the ability to assess and manage the associated risks
Skills and Abilities	<ul style="list-style-type: none"> • Able to identify and access sources of verbal and numerical information and use these sources to clarify and resolve problems. • Ability to think strategically about new developments in the context of the Council's aim to be a successful city of culture, leisure and tourism. • Able to work in a consultative framework, yet influence others: capable of accessing and animating expertise within and outside the council and facilitating others ownership of corporate policies. • Able to demonstrate tenacity in finding ways and means of getting ideas accepted. • Able to manage and complete projects with the use of minimal time or resources. • Excellent presentation/communication/negotiation skills. • Evidence of effective and innovative leadership in managing, motivating and developing a multi-disciplinary team. • Proven track record in project management gained from within a range of teamwork environments. • Good completer/finisher skills. Able to assimilate, record and

	<p>analyse information from a wide range of different sources.</p> <ul style="list-style-type: none"> • Record of success in delivering complex projects • Demonstrable capacity for creative and strategic thinking; able to generate new ideas, alternative options and develop realistic and practicable strategies. • Ability to manage large projects involving a wide range of professional skills and different organisations.
Equalities	<ul style="list-style-type: none"> • To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council's Equalities Policy.
Other Requirements	