

Job profile

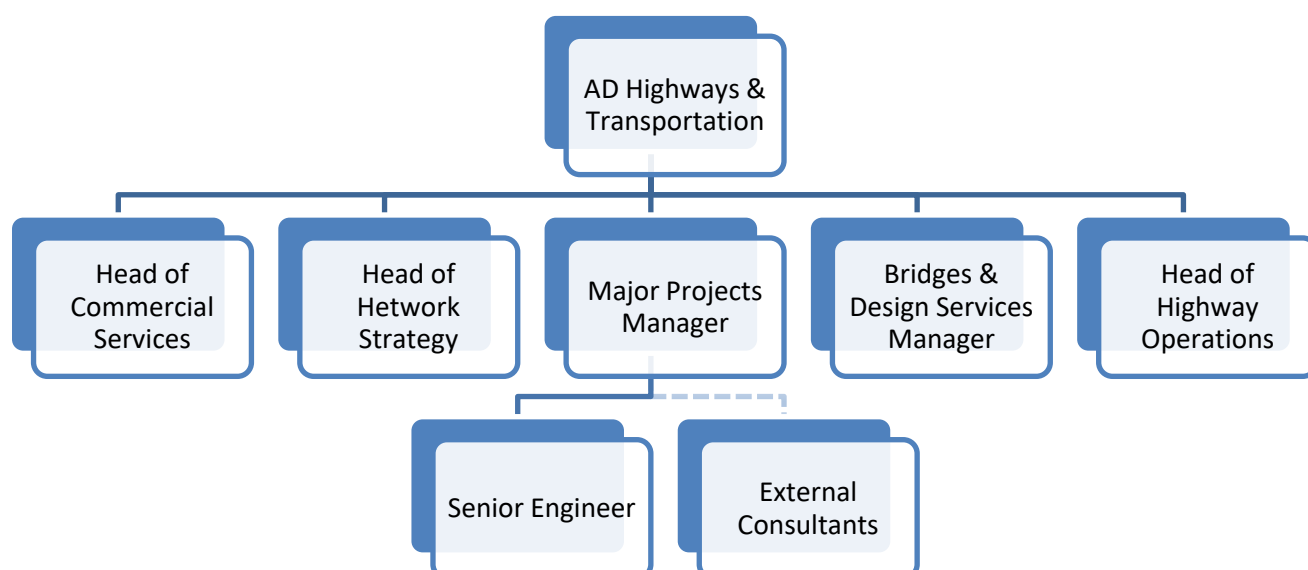
Service and job specific context statement

Directorate:	Business and Environmental Services
Service:	Highways & Transportation
Post title:	Major Projects Manager
Grade:	SM1
Responsible to:	Assistant Director Highways & Transportation
Staff managed:	Manages a team of specialist professionals
Date of issue:	December 2018
Job family:	P&T - Professional & Technical

Job context

- The Major Projects team manages the delivery of the council's programme of major highway schemes.
- The team is responsible for managing development, planning, statutory procedures, design, procurement and implementation of major highway schemes identified in the council's capital programme.
- In addition the team is responsible for ensuring that the council's interests are represented in the delivery of major projects by external bodies.
- The post holder is responsible for managing and monitoring the performance of consultants in the delivery of the capital programme and is responsible for all aspects of budgetary control and reporting.
- The post is based on a 37 hour working week between Monday and Friday but may require working outside these hours to attend meetings, workshops and public engagement events.
- This is a politically restricted post as defined by the Local Government and Housing Act 1989.

Structure



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Job Description

Job purpose	<p>The core focus of this job is to develop and manage the planning, statutory procedures, design, procurement and implementation of the major schemes capital programme. The post holder will work closely with a wide range of internal and external stakeholders, including senior managers, staff across the organisation and external bodies to ensure the successful delivery of the programme. The post holder will also be responsible for representing the county council's interests in relation to major highway projects promoted by external organisations.</p>
Operational management	<ul style="list-style-type: none"> • Manage the delivery of the County Council's Major Highway Schemes capital programme, including design, preparation of contract documents, procurement through relevant procedures, supervision of construction and financial control. • Process land acquisition and access requirements related to schemes. • Manage the progress of schemes through the statutory procedures including planning approval, side road and compulsory purchase orders. • Management of the submission of the Council's case through public inquiries including presentation of proof of evidence as expert witness. • Authorise Works Orders and commissions. • Manage the commissioning of work with consultants and statutory bodies. • Supporting the Assistant Director through contributing to the service plan and contributing to the Management Team through providing direction on the production, delivery, monitoring and review of the plan. • Embed a culture of performance management across the service through the development and operation of appropriate monitoring systems and processes focussed on customer outcomes and delivery of key objectives.
Communications	<ul style="list-style-type: none"> • Dealing with enquiries by Members of the County Council and members of the public. • Representing the County Council/Highways & Transportation at Committee meetings, public meetings, public consultations, regional bodies, National Park Authority, District Council and Parish Council meetings and other bodies. • Preparing Committee reports and presenting reports at Committee meetings. • Preparing reports to central government departments, including Department for Transport (DfT), and representing the County Council in meetings with government officials on major transport projects. • Scheme promotion, consultation and negotiation including attendance at meetings and liaison with members. • Liaison and provision of information and technical advice on relevant highway scheme matters to Service Units, Directorates and external bodies. • Negotiate effectively with external agencies, including contractors, to ensure best value for the Council. • Liaise with internal colleagues and external organisations to deliver and procure services as required. • Dealing with general correspondence in accordance with the Council's Customer Charter. • Represent the County Council in interviews with the media.

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Partnership / corporate working	<ul style="list-style-type: none"> • Develop and maintain effective working relations with external bodies. • Work with consultants or other corporate directorate representatives in developing and promoting scheme proposals. • Record, summarise, share and feedback information to ensure all partners are appropriately informed. • Work in a team context forging and sustaining relationships across agencies and respecting the contribution of others working with customers. • Liaison with Highways England, Network Rail, Statutory Undertakers and private companies concerning the impact and delivery of major highway projects. • Liaison and reporting to DfT on all aspects of major highways projects.
Resource management	<ul style="list-style-type: none"> • Provide leadership, direction, motivation and support to ensure delivery of the major schemes programme including the Service Performance Plan. • Be responsible for staffing and associated budget. • Take responsibility for the performance of the team and manage the overall work of the team, taking responsibility for decision making of escalated issues, professional judgements and delegation as appropriate • To ensure staff in the team are clear about what is expected of them, are kept informed about their performance and enabled to develop the necessary skills and knowledge through supervision, appraisal and development opportunities. • Manage budgets as delegated ensuring that expenditure is kept within existing allocations, advising line manager of additional resource requirements and assist with the preparation of an annual budget. • Monitoring of staff performance against relevant targets agreed through the staff appraisal process. • Managing the workloads and priorities of staff involved in the delivery of major highway infrastructure projects. • Responsibility for Performance Management in the areas relevant to the post. • To manage and monitor the performance of Consultants and Contractors. • Authorisation of design briefs for consultants. • The management of the overall major projects budget including approval of fees payable to Consultants and Contractors.
Systems and information	<ul style="list-style-type: none"> • Ensure that personal data and records are correctly secured and protected in line with the General Data Protection Regulation and NYCC requirements for information Security and Confidentiality. • Responsible for setting up management systems to control programme delivery and expenditure. • Responsible for risk management within Service Area.
Strategic management	<ul style="list-style-type: none"> • Provision of specialist roads advice, including advice on strategic policy. • Prepare guidance notes in line with Government policy and direction. • Develop and assist in the delivery of Strategic Policies of the County Council in respect of major improvement schemes on the County Road network. • Contribute to the major schemes element of the LTP. • Manage the assessment and submission of bids to the DfT for funding of Major Highway projects. • Develop and achieve the strategic policies of the County Council in respect of Highways England proposals. • To actively promote and develop the Service Unit's contribution to the County Council's Corporate Priorities.

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Person Specification

Essential upon appointment	Desirable on appointment
Knowledge <ul style="list-style-type: none"> • Proficient knowledge of current guidance and legislation with respect to highway Design. • Proficient knowledge of current guidance and legislation with respect to Statutory processes involved in the delivery of major highway schemes. • In-depth understanding of current guidance and legislation with respect to contract procedures rules. • In-depth understanding of current guidance and legislation with respect to procurement procedures rules. • Proficient knowledge of statutory requirements, including requirements in respect of health and safety and CDM. 	<ul style="list-style-type: none"> • Knowledge and understanding of the principle of partnering contracts • Knowledge and understanding of road works design and construction.
Experience The post requires substantial and effective experience in the following areas: <ul style="list-style-type: none"> • Management / leadership experience in managing staff and performance. • Project management of complex schemes • Highway design and specification • Public Inquiries in respect of major highways projects including giving evidence at inquiries • Production of contract documents • Management of resources in a changing organisational environment, including human and financial resources. • Controlling expenditure against budgets. 	<ul style="list-style-type: none"> • Experience of committee procedures • Experience of working within a partnering/contracting environment • Experience of responding to media enquiries.
Occupational Skills <ul style="list-style-type: none"> • Ability to assimilate new initiatives, technology and software and interpret information. • Effective influencing and negotiating skills • Good interpersonal skills. • Able to effectively challenge Management to ensure efficient and effective services through the development of existing and creation of new contracts. • Able to effectively monitor and manage contracts to ensure the service delivered complies with those contracts. Develops procedures and systems to ensure effective operation. • Makes decisions which may involve difficult choices or considered risks. Able to make decisions based on relevant information. • Exercises professional judgement to make key decisions which have wide reaching implications. 	

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<ul style="list-style-type: none"> • Has insight into all work streams in connections with the delivery of major projects to make clear business focused decisions. • Plans, implements and reviews the acquisition, allocation and management of complex financial resources. • Ensures compliance with Health & safety procedures and promotes best practice. • Maintains and develops an environment and culture that improves health & safety. Provides specialist advice and guidance on health & safety best practice. • Uses creativity and innovation to generate solutions for difficult issues. Identifies possible causes of problems and implements solutions to minimise future occurrence. • Scans, anticipates and plans preventative actions for cross cutting, complex problems at a strategic level. • Effectively copes with conflicting and complex demands. Able to achieve objectives despite complex setbacks and challenges. • Presents/records, complex information in an accessible format. Develops methods and systems for written communication. • Literate in computer skills and Microsoft suite of programmes 	
<p>Professional Qualifications/Training/Registrations required by law, and/or essential for the performance of the role</p> <ul style="list-style-type: none"> • Degree in civil engineering or a related discipline. <p>Note: postholder will be supported to achieve Chartered membership of a relevant engineering/highways/transportation institution.</p>	<ul style="list-style-type: none"> • Chartered membership of an engineering/highways/transportation institution or commitment to achieve Chartered status within the first 2 years of employment • A management qualification • A project planning/management qualification
<p>Other Requirements</p> <ul style="list-style-type: none"> • Ability to travel across the County • Ability to attend meetings outside of normal business hours • Professional values and attitudes • Ability to work both on own initiative and as part of a team • Ability to work to specified deadlines 	
<p>Behaviours</p>	<p>Link</p>

NB – Assessment criteria for recruitment will be notified separately.

Optional - Statement for recruitment purposes: You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process.