

Job Description



Job Title: RDC Highways Senior Project Manager	Service Area: Highways & Sustainable Transport	
Directorate: Environment & Sustainable Transport	Post Number: 1002090	Evaluation Number: 6374
Grade: PO7	Date last updated: May 2022	

EQUALITY AND DIVERSITY

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

PROTECTING OUR STAFF AND SERVICES

Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.

Overall Purpose of Job

To work alongside the Principal Officer managing the delivery of major projects within the Highways and Sustainable Transport Group, in an effective and efficient manner to deliver best value and ensure continuous improvements.

This will involve working with both internal and external project team members, as well as managing elements of the projects at the various stages of their delivery.

To be responsible for the planning, development and delivery of Major Highways Projects in the Highways and Sustainable Transport group.

To line manage a team of professional and technical staff including directly employed staff, agency staff and/or external consultants, as well as excretal contractors in the delivery of these projects.

To be the primary officer responsible for the scheme cost centre and scheme budget spend forecasting and reporting to finance and through the FUSION LBN financial management system.

Job Context

1. The post-holder reports to the appointed Principal Officer for Major Projects or the Service Manager for Engineering
2. The post-holder is responsible for the development and management of scheme briefs for consultants and contractors on various tasks to assist with delivery of the project
3. The post holder needs to work across the department and the wider Council
4. The post holder may also be required to prepare notes and information for members and stakeholders during the various stages of projects, as well as Corporate Management Team and Cabinet
5. The post-holder has responsibility for monitoring and management of the project, including the project programmes and budgets, as allocated
6. The post-holder may be required to work evenings, weekends and occasional public holidays, in order to meet service requirements
7. The post-holder has specific Health and Safety and risk management responsibilities in respect of co-ordinating service delivery

Key Tasks and Responsibilities

Key tasks and responsibilities are intended to be a guide to the range and level of work expected of the post-holder. This is not an exhaustive list of all tasks that may fall to the post-holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

To perform duties below

PO6 – To perform Duties 1- 26 below

1. To lead the project(s) as overall Project Manager, in line with council project management policy and process.
2. To implement robust project management processes covering the effective development, appraisal, approval, implementation and evaluation of assigned projects, applying and enforcing council governance and framework and methods as appropriate to the project.
3. To establish and deliver the objectives and project plan including timings, quality, and costs, monitoring on project plans ensuring that timelines are realistic and adhered to.

4. To produce project and programme related documentation as necessary and to ensure these are reviewed and updated at agreed intervals.
5. To identify the financial, material, human resource and cultural implications engaging the relevant stakeholders to ensure that resources are allocated, deadlines are met and objectives achieved.
6. To obtain and analyse a range of data relating to the project and draft complex reports for a variety of different audiences, including senior management, external customers and clients and user groups and produce highlight reports and report regularly to the Programme and/or Project Board using the established reporting methods.
7. To identify, highlight and manage the internal and external dependencies within the projects and business.
8. To identify and report where appropriate resources are not being provided by the business to achieve the deliverables within the projects.
9. To develop and maintain Issues and Risks logs for the projects, ensuring that these are highlighted, managed and resolved where possible.
10. To undertake the management of key developers to coordinate development schemes.
11. To take overall responsibility for the work and accounts of consultants or contractors working on the elements of the project assigned.
12. To liaise with other teams and groups within the Council
13. To respond to inquiries from the public and/or Councillors and to prepare reports, as well as CMT and Cabinet Reports.
14. To maintain records in a systematic and accessible format
15. To make regular site visits and, if the need arises, to negotiate with contractors on early warnings and compensation events.
16. The post-holder will also need to be confident in managing staff and dealing directly with consultants and contractors who are procured to help deliver the project
17. Such other duties, within the competence of the post-holder which may be required, reasonably, from time to time
18. To be responsible for internal project budgets, as allocated, reporting to Highways Board and Head of Service.
19. To supervise communications and consultation teams to arrange for and manage consultations, workshops for various stakeholders and designers

20. To be responsible for the posting of all notifications required for the implementation of schemes, including committee items and relevant governmental departments
21. From time to time, assist in the development of capital projects from concept through implementation stages, to post implementation assessment for major projects
22. To liaise with external organisations including other boroughs, TfL, departments and Councillors and to deal with enquiries of a specific and often contentious nature from members of the public
23. To undertake research, design and evaluate the cost and value of alternative options and solutions to identified problems
24. From time to time, as required act as the client manager in respect of other major projects, and to be the nominated project manager under construction contracts and act accordingly as defined within the conditions of contract. The post-holder must take into account both legal and safety matters when making such decisions
25. To organise own workload together with the supervision of other project members to achieve targets set in conjunction with management of the project
26. To be responsible for the overall procurement process, working in conjunction with the Procurement Officer in the procurement process to appoint specific designers, designers, contractors and principal contracts to undertake work on major projects, as required

PO7 – in addition to duties above, to perform duties 27- 36 below

27. To assist the Principal Officer and Head of Service in assessment of tenders and cost estimates for elements of the project or the overall service.
28. To deputise, on occasion and as required, for Principal Officer for Major Projects or Head of Service
29. The post-holder will also need to be confident in managing Senior staff and dealing directly with consultants and contractors who are procured to help deliver the project
30. To line management and be responsible for the training, development and recruitment of post holders to PO6 threshold.
31. To lead on and be responsible for the delivery of a programme of capital projects from concept through RIBA implementation stages, to post implementation assessment for major projects. This will include between 2 – 3 projects initially, and may expand as the more projects come on board.

32. To ensure and be responsible for the delivery of projects in compliance with relevant Health and Safety legislation including CDM regulations.
33. To prepare, agree and deliver project updates to all applicable project and programme boards, including the senior CMT group.
34. To prepare, agree and deliver project updates to all applicable members and councillors.
35. To be responsible and manage the scheme expenses cost centre and agree expenses claims made by line managed staff.
36. To be responsible for all sickness and absence reporting of their direct line managed staff.

Personal Specification



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IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be short listed. Please give specific examples wherever possible.

Behaviours and Competencies

The London Borough of Newham has identified six key behaviours and competencies which should be demonstrated by all Council employees. Successful candidates will show the ability to meet these behaviours and it is essential that you give **at least one example** of your ability to meet each of the behaviours. Candidates applying for managerial/leadership roles should also demonstrate two additional management behaviours.

CRITERIA	METHOD OF ASSESSMENT
EQUALITY AND DIVERSITY We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.	
PROTECTING OUR STAFF AND SERVICES Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.	

<p>KNOWLEDGE & ABILITY</p> <p>Knowledge of the requirements of relevant Health and Safety legislation.</p> <p>Knowledge of contracts currently used by industry, data collection methods, scheme design and information technology</p> <p>A confident, clear and effective communicator with the ability to adjust their communication both orally and in writing to a variety of people including children</p> <p>Comprehensive knowledge of the Highways and Urban Realm design and implementation standards and good practice, with an ability to assess the impact of legislative and / or administrative changes affecting the service.</p> <p>High level of knowledge and professional skills sufficient to undertake and/or oversee a range of Highway design, Traffic Management and general Civil Engineering schemes up to £10m in value</p> <p>Knowledge of relevant Highway Design legislation and good practice</p> <p>An expert understanding of financial management and budgetary control of projects.</p> <p>An understanding of Local Government essential</p> <p>PO7</p> <p>High level of knowledge and professional skills sufficient to undertake and/or oversee a range of Highway design, Traffic Management and general Civil Engineering schemes up to £30m in value</p>	<p>All criteria assessed by Application Form and Interview</p>
<p>QUALIFICATIONS:</p> <p>Relevant academic qualifications at</p>	

<p>degree level or equivalent</p> <p>Working towards professional accreditation through relevant institution.</p> <p>PO7</p> <p>Achieved Chartered Engineering Status with relevant Engineering or professional Body</p>	
<p>CRB</p> <p>This post is not subject to a CRB check</p>	
<p>EXPERIENCE:</p> <p>Experience of managing professional, technical and administrative staff within a local authority or other large organisation</p> <p>Experience of technical skills associated with the relevant service area</p> <p>Evidence of successful innovation, initiative and consistent achievement in either a public sector or private sector environment</p> <p>Experience of developing good working relationships with a wide range of internal and external bodies and customers as part of developing effective service delivery</p> <p>Experience of preparation and checking of contract document, specifications and methods of measurement for project highways works.</p> <p>Experience of financial management including financial monitoring and budgetary control procedures of projects and budget lines</p> <p>Experience of the application and development of IT solutions in a relevant and changing environment</p> <p>Experience of site supervision</p> <p>Experience of delivering complex urban realm projects with in a highly built up</p>	<p>Application Form and/or Interview</p>

<p>area.</p> <p>Experience of project and contract management within the relevant service area of projects up to £10m</p> <p>Experience in the preparation, writing and submission of committee and management reports</p> <p>Experience of contract management and site supervision using the NEC suit of Contracts.</p> <p>PO7</p> <p>Experience of managing multidisciplinary teams in delivering complex Highways and Urban Realm Projects.</p> <p>Experience of project and contract management within the relevant service area of projects up to £30m</p>	
<p>SKILLS AND ABILITIES:</p> <p>Proven project management skills</p> <p>Proven team management skills</p> <p>Strong analytical and numeracy skills</p> <p>Articulate both in written and oral form</p> <p>Ability to manage budget lines, and skills to minimise budget under/overspends</p> <p>Demonstrable project/contract management skills</p> <p>Ability to assess the impact of legislative or administrative change affecting the service and the ability to lead, manage and develop a team and the individuals within it</p> <p>Ability to listen and respond sensitively to the needs of the community and to structure the service around the needs of customers</p>	<p>All criteria assessed by Application Form and Interview</p>

<p>Ability to build effective and productive working relationships with colleagues</p> <p>Ability to manage capital and revenue projects and to devise innovative procurement options</p> <p>Ability to manage, lead and motivate staff and foster their development. To relate to and work with people at all levels</p> <p>Ability to develop, implement and monitor appropriate qualitative and quantitative indicators to measure the performance of the service</p> <p>Ability to contribute to corporate projects on behalf of Highways and Sustainable Transport</p>	
<p>PERSONAL STYLE AND BEHAVIOUR:</p> <p>Committed to quality outputs</p> <p>Flexible, adaptable and accepts change, including an innovative approach to the management of change in service provision.</p> <p>Persuasive, persistent and determined</p> <p>Deals well with conflict resolution</p> <p>Probity and honesty</p> <p>Politically aware</p>	<p>All criteria assessed by Application Form and Interview</p>
<p>OTHER SPECIAL REQUIREMENTS</p> <p>Willingness/ability to work out of hours</p>	<p>Application Form/Interview</p>

Our Behaviours:

1. Focus on Residents and Customer Outcomes

- Puts the customer at the forefront of all they do
- Provides the same quality of service to both internal and external customers
- Prioritises appropriately between the competing demands of customers

- Regularly reviews, and takes responsibility, for the quality of their service and acts upon customer feedback to improve both quality and delivery

2. Working Together and Collaboration

- Builds effective relationships with internal and external customers
- Shares information with stakeholders and involves them in decisions that affect them
- Is proactive in generating ideas and solutions across the organisation
- Brings out the best in team members as a leader or a peer

3. Aim High

- Delivers what they promise and continuously strives to improve performance
- Understands how the organisation's vision impacts on them and their team
- Shows commitment to achieving the organisation's goals
- Encourages solution focused problem solving and tenacity when faced with challenges

4. Accountability, Ownership and Judgement

- Aware of their own responsibilities and accountabilities and takes responsibility for their own actions
- Provides clear measures of success and delivers constructive performance feedback
- Seeks to effectively resolve conflict at an early stage to prevent problems escalating
- Moves things forward with enthusiasm

5. Say It Like It Is, Setting Direction and Leading Change

- Makes time to listen to others and provides open and honest feedback to help others to learn and increase performance
- Readily embraces change and capitalises on opportunities created by change
- Encourages people to be creative and innovative in their work and reviews success to build on what has gone well
- Clearly communicates vision and corporate direction
- Visible at all levels of the organisation demonstrating an inspirational leadership style

6. Show People Who You Are

- Leads by example and sets a positive example for others to follow; is enthusiastic, approachable and motivational
- Treats people as individuals in a respectful and friendly manner
- Sees diversity in their team and the community they serve as positive and demonstrates a pro-active approach to promoting equality of opportunity
- Manages their own emotions appropriately

7. Commercial Focus (Managers Only)

- Always seeks value for money in all projects and initiatives
- Manages and plans the use of resources and budgets effectively
- Consider, and be able to articulate, the financial impact of your actions and decisions in the use of public funds
- Identifies and manages the risks in a course of action
- Follow the Council's Scheme of Delegation, Contract Standing Orders and Financial regulations
- Examines how partners, stakeholders and the commercial sector can support what we do

8. Talent Management (Managers Only)

- Takes time to coach others and looks for opportunities to delegate challenging work as a development opportunity
- Encourages the sharing of best practice and supports employees to be the best they can
- Treats mistakes as an opportunity to learn
- Provides constructive feedback to improve performance
- Identifies high and under performers and ensures people are supported to improve and/or rewarded