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Project Manager- Highways

JE Code:JE2611

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| **We are dedicated, respectful, collaborative. We are Milton Keynes City Council** |
| **Service:** | Highways and Transport – Programme Management and Strategic Projects  |
| **Reports to:** | Programme Management and Strategic Projects Manager  |
| **Job Family:** | Professional & Technical |
| **Grade:** | H |
| **Political restricted:****Date:** | NFebruary 2024 |

**Key Deliverables**

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| 1. | **Management Activities**Responsible for the implementation of multiple projects and programmes including the management of projects for highway construction. Deliver within timescales, budgetary constraints under NEC3/4 contract conditions and corporate governance arrangements to ensure project success by taking appropriate action where required and working in collaboration, and advising, the Project Sponsor, Programme & Strategic Projects Manager and key project stakeholders on the risks and recommendations.  |
| 2. | **Projects Initiation & Planning**Responsible for defining the overall project structure, planning & organisation, delivery strategy and schedule of the project, working with the project sponsor, Programme & Strategic Projects Manager and managing project deliverables and resource to ensure the delivery of what is needed, when it is needed to maintain quality and standards of outputs and budget. |
| 4. | **Gain & Quality Management**Manage, maintain, and accurately store works documents including the business case, START documents, programmes, communication plans, risk register and all project related documents in a timely manner and in line with Highway’s project document management processes, MK Approach, MKCC policy and information governance. Sharing lessons learned and benefits realised at Project Completion.  |
| 6. | **Risk Management**Responsible for developing, resourcing and implementing an effective risk register. Responsible to the Project Sponsor for all aspects of risk management on the project, including adequate review and assessment of risk, understanding probability and likely impact and ensuring adequate contingency and mitigation is in place by organising regular risk review workshops with the project team and wider stakeholders. |
| 7. | **Change Management**Responsible for developing, resourcing and implementing an effective change management and communications strategy plan, which will include a comprehensive understanding of business needs, assessment of skills and competencies of staff and how they can most effectively be used, adequate training, development and continuity plans. |
| 8. | **Financial Management and Control**Accountable for day-to day management of the project budgets, typically up to the value of £500k and for overseeing the project change control and day-to-day issue resolution, dealing with inevitable problems in a clear and transparent manner. For management of supplier quality and performance and any associated contract of up to £1m of value, ensuring the project owner approves any changes and actions and is aware of all the potential consequences to actively deliver the projects and ultimately responsible for the end-to-end processes including financial management specifically mechanism for invoicing and payment. |

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| 9. | **Supplier Management**Responsible for management of supplier quality and performance and any associated contract of up to £1m of value, monitoring supplier performance and resolution of supplier issues and reporting this to the Board. Responsible for developing strong and constructive working relationships with senior colleagues and external stakeholders, creating mutual respect and effective communication.  |
| 10. | **Team Management**Responsible for leading and mentoring the individual project team members helping develop the skill set of team members and transferring external skills from contractors and consultants into the organisation as appropriate. Maintain effective client/contractor relationships to meet the requirements and deadlines of the projects and look for opportunities to improve service delivery and achieve value for money.  |
| 11. | **Progress Reporting**Ensure consistently high standards of quality assurance and supervision are maintained for all projects. Champion best practise, responsible for document control and management, keeping the project tracking documents up to date, keeping a record of any deviation to initial project costs. Review financial monitoring reports and report progress against budget, timescales and project/programme objectives liaising regularly with internal and external stakeholders. |

*Within reason these key deliverables may evolve to meet service need and it is expected that you will be flexible and adaptable in your delivery to meet both service and council wide needs*

**Essential Requirements (key skills, expertise & qualifications)**

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| **1.** | Knowledge and practical experience of project management techniques and approaches with practical experience of managing and delivering complex projects using appropriate methodologies such as Prince 2 foundation. |
| **2.** | Educated to degree level or equivalent or comparable attainment by experience with evidence of continuous professional development. |
| **3.** | Proven ability to successfully plan complex work programmes, prioritise workloads and manage resources**.** |
| **4.** | Proven ability to manage and deliver multiple project work streams within budget and timeframe constraints. |
| **5.** | Excellent communication skills with a proven ability to effectively convey complex information to individuals at all levels in an accessible manner together with deputising for senior management as necessary**.** |
| **6.** | Ability to work as part of a team, sharing knowledge and experience, recognise the strengths and weaknesses of others, and constructively challenge to achieve productive outcomes**.** |
| **7.** | Strong problem-solving skills that will enable you to solve complex problems and ensure successful outcomes, removing blockages and obstructions to success**.** |
| **8.** | Experience in local government - with skills in understanding and responding to different perspectives and taking a cross-organisational perspective. |

Job Family

Professional/Technical

Grade H

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| **Colleagues Expectations*** Be professional at all times
* Work together for the good of the team, council and local people
* Promote a supportive culture
* Challenge assumptions
* Take ownership
* Be willing to change and do things differently
* Always work in a safe manner
 | **Managers expectations*** Be a role model by displaying positive behaviours at all times
* Make well-considered decisions
* Support, coach and communicate with my team
* Be accountable for my team’s performance
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Professional/Technical job holders rely upon their deep knowledge of the specialism or discipline in which they work to carry out vital tasks and provide authoritative advice to others. Often developing within recognised career paths, their evolving expertise sees them bear increasing responsibility for managing Council assets, the development of policies and procedures and the strategic direction of the functions they support.

This element of the profile, taken from the job family descriptor for this grade, provides a general understanding of the level of work and demands required.

### Role characteristics

At this level roles will have many day-to-day professional, technical and management issues to deal with but must also take a longer-term view of the service sector they support, assessing its changing needs and demands and making significant contributions to resource planning. This will see job holders dealing with serious issues without recourse to managers and making autonomous decisions based upon their specialist knowledge and dedicated experience.

### The knowledge and skills required

The broad knowledge requirement needed to deal with the technical and business challenges of roles is usually underpinned by an appreciation of the theoretical basis of the particular discipline such that job holders can fall back on the first principles of their specialism to make decisions and offer advice.

This level of knowledge is often indicated by the need for a degree level education in the relevant field, but for some roles this is substituted by a significant level of on the job training and focussed experience such that the level of expertise confers a similar level of authority.

While the majority of roles will have demands for manual dexterity in relation to typing and similar functions, other jobs at this level will use a range of equipment requiring precision in their use and handling.

### Thinking, planning and communication

Job holders will use their professional expertise to deal with complex, pressing issues on a day to day basis, but will also look well ahead and take a more strategic view of their project and service delivery objectives, shaping their teams’ composition, approach and operating procedures in accordance with wider service goals mandated by Service management.

At this level, the information exchanged with internal and external colleagues, and members of the public will call for developed communication skills on the part of the job holders. Matters will be technically complicated, requiring careful explanation, or sensitive, requiring significant listening skills to interpret information and provide appropriate advice.

**Decision making and innovation**

Job holders will have the freedom to interpret policy and broad operating guidelines in order to shape their teams’ detailed approach to meeting their corporate objectives and targets. They will deal with escalated, multi-faceted problems independently and will tend to only consult their manager on fundamental policy or resource issues.

### Areas of responsibility

With a diverse range of jobs being represented at this level, the precise blend of responsibilities for which the job holder is accountable will depend upon the service in which they operate.

External facing roles will focus on the needs of people, whether external service users or partners and will be responsible for high impact decision making and the implementation of appropriate programmes on behalf of individuals or groups of people or enforcement of regulations which have direct and significant consequences upon those served. Such roles are likely to have at least one other elevated level of responsibility for such elements as finance, information assets, equipment or premises.

Internal roles are likely to have this pattern reversed, with the weightiest responsibility for highly valuable or significant financial and non-financial assets, but somewhat less accountability for the assessment of needs of individuals and groups.

Jobs will generally have formal line management responsibility and will not only allocate and check work, but also be directly involved in assessment, recruitment, and other human resource related procedures. Posts that do not have this level of managerial responsibility are likely to have compensatory levels of accountability in relation to the users of Council services, finance or other major asset(s).

### Impacts and demands

Tasks and duties will be generally carried out in a sedentary position but there will always be a requirement for standing and walking from time to time, and the occasional need to lift or carry items.

The combination of both tactical and strategic matters that job holders deal with means that roles are inherently complex, demanding of lengthy periods of concentrated mental attention while also managing high levels of work-related pressure.

Duties of jobs at this level will not require job holders to develop and maintain working relationships with people who, through their circumstances or behaviour, place particular emotional demands on the job holder.

Job holders find themselves exposed to some disagreeable, unpleasant or hazardous working conditions. Particularly when the needs of their specialism require them to work on external sites exposed to the weather, in or around refuse and waste plant, close to particularly noisy machinery and in similar environments.

Other jobs, such as enforcement roles, may also see job holders exposed to verbal abuse and threatening environments. In all cases, job holders will minimise risk and conform to health and safety regulations to mitigate any negative effects of such exposure.