

# Job Description and Person Specification



This authority has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and adults at risk, and requires all staff and volunteers to share this commitment.

Solihull Council is committed to equal opportunities and expects all staff and volunteers to recognise and value differences.

## SECTION A: Role Profile

<b>.Post Title</b>	Senior Project Manager (Transport Infrastructure)	<b>Post No</b>	CS634
<b>Directorate</b>	Economy & Infrastructure Directorate		
<b>Division</b>	Growth and Development UK Central Programme Management Office		
<b>Band and Salary</b>	Band G £51,515 to £58,026 per annum Incremental progression is subject to performance		
<b>Responsible to</b>	Group Manager, Programme Development		
<b>Location</b>	Church Hill House, Council House, Solihull		
<b>DBS Check</b>	Not Applicable		
<b>Special Conditions</b>	None		

### Role Purpose

An integral member of the UK Central Programme Office responsible for delivering the Council's Growth and Development Investment Programme in support of WMCA, HS2 and Hub Development workstreams that consist of a wide variety of transport, infrastructure and development projects of varying scale and complexity.

The Senior Project Manager (Transport Infrastructure) will plan and manage the development and delivery of strategic transport infrastructure projects associated with the Hub area to ensure they are designed appropriately and delivered to the required scope and quality, within budget and on time.

### Role Responsibilities

- To work with the Project Sponsor to develop project objectives, milestones and deliverables for each project.
- To identify resources required to deliver project objectives, secure and procure the necessary resources within a given budget and where appropriate external grant conditions.
- To manage and deliver day to day operational aspects of agreed projects and monthly reporting on actions and milestones.
- Provide direct line management to Project co-ordinators and officers including undertaking PDR/appraisals in line with the performance and development review framework. Ensuring staff are developed, motivated, and empowered whilst maintaining positive working relationships.

- To be responsible for leading project technical teams and task groups to develop and efficiently deliver effective technical solutions on projects.
- Chair and facilitate meetings with internal and external stakeholders to ensure that all relevant issues are raised and recorded. The post holder will assist the Project Sponsors and UKC Programme Development Manager in identifying and where possible resolving conflicts which arise in the development process.
- Develop and maintain detailed information for the projects to support the design process and delivery of the project and manage the day-to-day implementation of project.
- Develop budget and schedule targets in conjunction with the Project Sponsor and UKC Programme Development Manager.
- Work with the Project Sponsors, UKC Programme Development Manager and technical leads within other teams, including Transport Infrastructure Commissioning, Climate Change & Sustainability, Strategic Land & Property Teams and Planning to deliver the agreed technical scope, on time and on budget.
- Co-ordinate multi-disciplinary activities and inputs by the technical teams, including specialist inputs, to ensure an integrated technical solution.
- To report to the UKC Programme Development Manager and UKC Project Board at regular intervals on progress with project deliverables and costs.
- Produce briefs and specifications for commissioning consultancy support and to support the procurement process.
- Ensure all technical outputs conform to the project scope, are affordable and are of an appropriate quality that has been confirmed by the UKC Programme Board.
- Ensure that governance requirements are met including the identification and management of risk.
- Providing leadership in all aspects of project management, risk and asset management.
- To lead the development of the project HSE management plan, manage its implementation and adequate checks made on performance, including acting as Client Dutyholder in accordance with the CDM Regulations 2015.
- To build strong internal and external working relationships to provide opportunities for knowledge transfer and technical challenge sessions.
- To maintain reliable and consistent communications with all members of project teams.
- Assisting with the development of strategies to realise other UKC opportunities.
- To ensure that the Council's rules for contracts and financial regulations are complied with at all times.

## Section B: Person Specification

	Essential Criteria	Desirable Criteria	Measured By
<b>Education &amp; Qualifications</b>	Level 4 qualification (e.g. HNC) or above in a relevant subject with demonstrable relevant work experience in complex project or programme management.	Project Management Qualification – e.g. APM PMQ or Prince2 Risk Management Qualification Programme Management Qualification HSE Management Qualification	Application Form Certificates required

<b>Experience &amp; Knowledge</b>	Demonstrable project management experience and knowledge gained from successfully managing multiple and complex projects especially around transport infrastructure.	Experience of delivery of Local Government or other public sector projects initiatives.	Application Form Interview
	Experience at a management level in project planning, programming and contract management.	Experience of project management processes.	Application Form Interview
	Experience of analysis, reporting and presentation of performance and management information.		Application Form Interview
	Experience of financial management to ensure project compliance, including grant claims, audit and external funding requirements are met.		Application Form Interview Test
	Experience of HSE and project risk management.		Application Form Interview
	Experience of working with a wide range of major stakeholders (e.g. regional, national, international and Government).		Application Form Interview
	Management or supervisory experience including performance management.		Application Form Interview

<b>Skills &amp; Abilities</b>	Demonstrate effective organisation skills, with ability to manage own time, prioritise workload and manage competing demands to meet project deadlines.		Interview
	Demonstrate excellent interpersonal skills, to engage and build strong relationships with a wide range of customers, partners and stakeholders at all levels.		Application Form Interview
	Effective communication skills including the ability to communicate complex and contentious information both verbally and in writing.		Application Form Interview
	Ability to demonstrate sound judgement and effective problem solving skills in order to resolve a range of complex issues (e.g. delivery, financial and technical).		Interview
	Demonstrate an ability to lead meetings and host workshops with a range of participants and stakeholders.		Application
	Ability to analyse, interpret and present complex information and understand and interpret statistical presentation of data.		Interview Test
	Ability to use information technology with speed, accuracy and precision including Microsoft Word, Outlook, Excel and PowerPoint and the internet or similar.	Ability to use Microsoft Project and other Project Management Software.	Application Form Interview
	Ability to influence and persuade colleagues, stakeholders, partners and organisations to ensure project objectives are met.	Skilled in working across both public and private sector.	Application Form Interview

<b>Core Behaviours</b>	<b>Excellence</b> - With enthusiasm, you work to deliver a high-quality service from your work location, whether that be in a Council building or in a remote working location, to meet customer, organisation and personal expectations. You adopt a 'can do' attitude in all of the work you deliver, ensuring it meets the needs of current and potential customers.	Interview
	<b>Simplicity</b> - You actively seek ways to prevent over-complication or confusion, by adopting the most simplified approach to work. You communicate clearly and concisely, ensuring that the message is understood by all taking into account hybrid working.	Interview

	<b>Trust and Respect</b> - You are aware of your impact on others including confidentiality, team relationships and wellbeing. You value openness and listen carefully to understand the views of others. You promote the values of inclusion and diversity and actively work to minimise any harm caused to others in order to foster an environment of mutual trust and respect.	Interview
	<b>Working Together</b> - You work with others to reach a common goal; sharing information, supporting colleagues, both in their work and wellbeing, and searching out expertise and solutions from relevant partners and/or the communities we serve.	Interview
	<b>Responsibility</b> - You take ownership for your own wellbeing, work and working environment and use your initiative to deliver. You are accountable for your own performance and development, and you take responsibility for your actions and decisions.	Interview
	<b>Leadership</b> - Your leadership is demonstrated by delivering outcomes and inspiring your team and individuals to improve and develop within an environment that enables individuals to achieve their potential.	Interview

<b>Other Requirements</b>	A strong focus on outcomes		Interview
---------------------------	----------------------------	--	-----------

<b>Compiled/Reviewed by</b>	Alan Smith
<b>Date</b>	July 2024

## **Section C: Additional Information**

### **Safeguarding**

Solihull Council is committed to keeping children, young people and adults at risk safe. The post holder is responsible for promoting and safeguarding the welfare of the children, young people and adults at risk for whom she/he is responsible or comes into contact with.

### **Health and Safety**

Health and safety laws require all employees to help the Council maintain and improve health and safety standards. This means that the post holder must take reasonable care of his/her own and others' health and safety and co-operate with any reasonable request to support the Council, managers and other employees, in meeting their health and safety legal responsibilities. Line managers have additional responsibilities to ensure that policies, procedures and safe systems of work are implemented on a daily basis.

All duties and responsibilities must be carried out in line with the Council's Corporate Health and Safety Policy and any local safety procedures.

### **Information Management**

As an employee of the Council, the post holder will be expected to manage information in accordance with standards outlined in the Corporate Records Management and Information Security policies. They will ensure that information used is held and transmitted securely in a manner commensurate with its sensitivity, and that it complies with the provisions of Data Protection legislation and guidance.

The post holder will be accountable for ensuring that he/she is aware of relevant Council policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.

### **Equal Opportunities**

Solihull Council is committed to Equal Opportunities and expects all staff and volunteers to recognise and value differences

### **Training and Development**

The Council is committed to the personal and organisational development of the individual. The post holder will be encouraged to identify job-related development needs.

### **Solihull Behavioural Framework**

The Council expects all employees to conduct themselves in a way that is consistent with the values and behaviours set out in the Solihull Behavioural Framework.

## **Mobility**

Whilst this post is initially to a specific post, the post holder may be exceptionally required to transfer to any post appropriate to their grade at such a place as in the service of the Council they may be required.

## **Variations to Job Descriptions**

Due to changing customer demands, duties and responsibilities are likely to vary from time to time and the Council therefore retains the right to amend job descriptions to reflect changing requirements.