

## Job Description

<b>Job Title</b>	Project Manager - Major Works
<b>Directorate</b>	Neighbourhoods & Housing
<b>Service Area</b>	Transport & Highways
<b>Grade</b>	Grade 8
<b>Competency Level</b>	2
<b>Salary</b>	£44,771 - £49,764
<b>Job Type</b>	Hybrid
<b>Location</b>	Citywide
<b>Disclosure and barring service (DBS)</b>	Not Required
<b>Job Evaluation Ref No</b>	A8394

## Job Purpose

To provide managerial and technical support to the Major Projects Team. To ensure that effective procurement and delivery of highways maintenance and improvement works and projects is delivered through partnership working and contractual arrangements that provide effective, quality and value for money schemes.

### Directly Responsible For:

Works Supervisor – Major Works

## Directly Responsible To:

Major Works Team Leader

## Main Areas of Responsibility:

- To participate in fully embracing and developing corporate and central government initiatives, to enable the City Council to deliver its services with full public participation
- To manage the identification, development, design, procurement and delivery of key major transport infrastructure initiatives and major maintenance schemes to help secure the future prosperity of the city
- To coordinate with other Council teams to ensure all approvals are obtained in a timely manner
- To draft authority reports as and when required and manage approval process, ensuring governance processes are strictly followed
- To manage, monitor, administer and support contractual arrangements. To ensure projects are delivered on time, to budget and are value for money in all cases
- To undertake design reviews from consultants and contractors
- To maintain senior management and members updated with progress and to provide detailed update reports
- To check the quality of highway works implemented on the ground to ensure specifications are met, sustainability achieved and are fit for purpose
- To input into the management and monitoring of the Highways maintenance elements of the Transport and Highways Capital Programme, by ensuring schemes are delivered to agreed timescales and costs
- Responding and drafting responses to enquiries and complaints on highways related issues
- Providing highways maintenance input into proposed highways and public realm schemes

- Contribute to the Highways Asset Management Plan

## **Supervision and Management Responsibility:**

- Ensuring activities are planned to include meaningful one-to-one conversations, quality annual appraisals and regular workforce planning and development
- Manages performance and behavioural issues effectively
- To participate in all aspects of training and development of staff, including maintenance of disciplinary standards. Use all learning opportunities to develop personal skills necessary to improve effectiveness, efficiency and delivery of Service targets

## **Budget and Financial Responsibility:**

- Being fully accountable for the effective management and control of delegated capital and revenue budgets in the delivery of the Council's strategic objectives and policies
- Complying with all statutory requirements, Standing Orders and Financial Regulations of the City Council, and being responsible for making sure that all those you manage also comply with such requirements
- Maintaining a close control of their delegated revenue and capital budgets, stewardship of assets and reporting any financial risks
- Maintaining up to date financial records on the Corporate Finance System
- Have regard for and use of relevant performance and financial benchmarking data as part of business planning to identify opportunities for improved value for money
- Bringing to the timely attention of the relevant line manager any material issues that might impact on the financial performance or financial management arrangements of the Council

## **Social Value Responsibility:**

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities

## **Physical Demands of the Job:**

- Undertaking site visits when required, even during adverse weather conditions

## **Corporate Responsibility:**

- Contribute to the delivery of the Council Plan
- Delivering and promoting excellent customer service, externally and internally
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan

## Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency level 2.

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility.

# Person Specification

**Assessment methods used:** I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

## Qualification and training

### Essential

- Extensive experience working in highways/infrastructure (A)
- Valid Driver's Licence (A/I)

### Desirable

- Degree in Civil Engineering (or similar)
- Project Management qualification (such as PRINCE2 Certifications, APM, or PMBOK)
- CSCS Health & Safety card
- Extensive experience working for a local authority's highways department on project implementation

## Experience

### Essential

- Experience of Project Management and Contract Administration relating to highways construction projects, specifically NEC ECC, including managing human, material and financial resources and identifying and managing project benefits and risks (A/I)
- Relevant experience in a highway maintenance/major projects environment including all associated procedures, policies and responsibilities (A/I)

- Experience of HSEQ regulations and processes relating to construction projects (A/I)
- Experience of monitoring project spend and ensuring project expenditure and schedule are optimised and risks managed (A/I)
- Experience and understanding of civils contract delivery mechanisms for highway related services (A/I)

### Desirable

- Experience of dealing with Transportation / Highways technical issues and queries
- Experience of relevant Best Value/Local Performance Indicator processes

## Skills/Abilities

### Essential

- Good communication skills, both verbal and written, when dealing with the public, politicians, colleagues and media and able to ensure that all project strategies, targets and objectives are clearly defined and understood by key stakeholder (A/I)
- Ability to prioritise and allocate workload to meet deadlines (A/I)
- Self-motivated and able to motivate others as part of a team. (A/I)
- Ability to plan, allocate and evaluate work programmes and budgets (A/I)
- Ability to make and be accountable for effective decisions and to support those decisions with effective argument and understanding (A/I)
- Financial project management, i.e. managing project cash flows, profit / loss accounts – to monitor and control costs during the project lifecycle (A/I)

## Desirable

- Evidence of working in and as a project team
- ICT skills and able to develop solutions to improve productivity

## Commitment

### Essential

- Commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken (A)

### Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council

## Other

### Desirable

- A modern approach to management recognising the need for flexibility and adaptation to change
- Flexible with availability to attend meetings/events out of office hours as required including Committee and public meetings