

Job Description

Job Title	Project Officer – Highways Major Works – Commissioning and Project Delivery
Directorate	Neighbourhoods
Service Area	Transport, Highways and Parking Services
Grade	6
Competency Level	1
Salary	£35,412 - £39,862
Job Type	Hybrid
Location	Liverpool (Citywide)
Disclosure and barring service (DBS)	Not applicable
Job Evaluation Ref No	A10300

Job Purpose

To provide assistant managerial and technical support to the Commissioning & Project Delivery Team. To ensure that effective procurement, design and delivery of the Capital programme, highways maintenance schemes and improvement works; and projects are delivered through partnership working and contractual arrangements that provide effective, quality and value for money schemes.

Directly Responsible For:

Not applicable

Directly Responsible To:

Team Leader – Highways Major Works - Commissioning & Project Delivery

Main Areas of Responsibility:

- To assist in the production of detailed estimates, to assist with the planning and implementation of both carriageway and footway maintenance schemes, ensuring works are completed to a high standard and to specification, on time and within budget
- To attend site meetings as and when necessary
- To provide assistant project manager support to the Client Project Manager/Team Leader in management of project documents and to act as project controller
- Producing detailed minutes of meeting and issuing to internal and external stakeholders with all relevant actions
- Assisting the Team Leader with regards to resource management of service resources
- To advise and support senior managers on relevant service and operational matters
- To assist in assessing proposed planned maintenance schemes from the perspectives of the CDM Regulations, technical adequacy and best-value
- To assist as required with highway service performance reviews and improvement measures on an ongoing basis, helping to ensure that a customer focus is embedded within the function
- To assist in the preparation of technical and committee reports and associated documentation

- To be aware of the highway budgets and ensure that works stay within the required limits
- Producing monthly highlight reports and working closely with the Improvement Delivery Team in terms of project management and status of projects, escalating any issues to Project Group and/or Portfolio Group
- Assist the Health and Safety Manager with the maintaining of the T, H&P Training Matrix and Training Plan
- Assisting the TCR Director and TCR Programme Lead Officer with the conception and programming of the Transport for City Region funded schemes, providing support wherever necessary and assisting with the completion of relevant reporting back to they stakeholders such as LCRCA
- Creative and innovative in the development of new and original solutions to highway maintenance issues and problems
- To assist in managing 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
- Providing support and assistance to the Highways Planned Works Framework and Professional Service Framework Managers
- To draft authority reports as and when required and manage approval process, ensuring governance processes are strictly followed
- To coordinate with other Council teams to ensure all approvals are obtained in a timely manner to ensure Design Assurance is adhered to

Supervision and Management Responsibility:

Not applicable

Budget and Financial Responsibility:

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact
- Monitor financial performance and deliver within budget
- Monitor financial performance, deliver within budget and seek savings and efficiencies by exploring opportunities to draw funding where appropriate
- Set, monitor, and remain within budget whilst challenging the team to deliver increased efficiencies
- Explores different options for funding and income generation

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:

- Generally, office based but site visits and/or meetings will be required, sometimes outside of normal office hours

Corporate Responsibility:

- Contribute to the delivery of the Council Plan.
- Delivering and promoting excellent customer service, externally and internally.
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement.

- 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 **1**.

[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. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

Person Specification

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

Qualification and training

Essential

- Possess or be working towards a formal qualification in a relevant technical or Project Management discipline e.g. Associate Project Management (APM) or HND/HNC (A/I) or equivalent relevant experience

Desirable

- Member of or working towards a relative membership in Highways, Transport, Civil Engineering or Project Management
- Health and Safety Training and awareness
- Experience working on NEC Contracts

Experience

Essential

- Assisting with project and service delivery management to time, budget and specification (A/I)
- Dealing with external agencies, consultants and contractors (A/I)
- Collating and responding to often complex and multiple types of correspondence and queries (A/I)
- Experience/awareness of a range of highways and transportation issues and solutions (A/I)



Desirable

- Previous experience of effectively communicating with members of the public, local elected members and a range of businesses, stakeholders and delivery partners
- Management of resources, both financial and contracting
- Project Management experience
- Awareness of CDM Regulations 2015
- Working in a quality assured environment
- Best Value Legislation and process

Skills/Abilities

Essential

- Good communication skills, both verbal and written when dealing with the public, politicians, colleagues and media (A/I)
- Ability to work with minimal supervision and to manage often competing work programmes and tasks to meet deadlines (A/I)
- An ability to effectively publicise and promote the service (A/I)
- Enquiring mind and attention to detail with ability to provide effective, accurate, timely and informative reports, both written and oral (A/I)
- Effective influencing and negotiating skills (A/I)
- Ability to make effective decisions and to support those decisions with effective argument and understanding (A/I)
- Ability to organise and prioritise own workload to meet specified deadlines demonstrating effective planning and organisational skills (A/I)
- Ability to deal with difficult customers and challenging situations in a confident and professional manner (A/I)

Desirable

- Good ICT skills including Microsoft Word and Excel
- Experience of working on NEC Service Contracts, NEC3 or NEC4 contract management skills and training including working from bills of quantities and the use of methods of measurement
- Ability to plan, allocate and evaluate work programmes for self and others

Commitment

Essential

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council (I)
- Be able to work out of the office in extreme environments (public highway) in all weathers
- Flexible enough to change daily routines at short notice to accommodate more urgent situations that arise without warning

Desirable

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

Other

Essential

- Able to attend evening work-related meetings when required (A/I)
- Full and valid driving licence (A/I)



Desirable

- A modern approach to working recognising the need for flexibility and adaptation to change