

Job Description

Job Title	Assistant Portfolio Manager – Transport for City Regions (TCR) Capital Programme
Directorate	Neighbourhoods and Housing
Service Area	Commissioning & Project Delivery, Sustainable Transport, Highways & Parking (THP)
Grade	8
Competency Level	2
Salary	£46,142 - £51,356
Job Type	Hybrid
Location	Liverpool (Cunard Building)
Disclosure and barring service (DBS)	Not applicable
Job Evaluation Ref No	A10381

Job Purpose

To develop and apply knowledge, skills and experience in order to assist with the delivery of projects to time, standard and budget in compliance with the council's project management standards and processes. The role may also involve specifically managing designated small to medium sized projects in line with the above.

Directly Responsible For:

Supporting TCR Apprentice Project Manager and TCR Project Coordinator

Directly Responsible To:

TCR Portfolio Manager

Main Areas of Responsibility:

- Manage, and continuously monitor, specific minor projects and/or specific aspects of larger projects to ensure satisfactory progress and consistent delivery of projects aligned to the agreed funding, outputs and timescales for those projects
- Draft Project Initiation Documents for approval from Portfolio Manager and/or Project Managers
- Undertake assigned duties to support Project Managers and manage designated projects and/or specific aspects of larger projects in accordance with the council's project management standards and processes
- Support the Project Managers to obtain the necessary internal (TCR Board, Portfolio Board, etc) and external (LCRCA, Third Party) approvals consistent with current council practices and procedures and negotiate schemes through the appropriate gateway process
- As required, establish effective arrangements with Stakeholders to communicate progress of projects. Undertake public consultation and liaison on schemes as necessary
- Support project managers in undertaking the monthly project reporting process
- Assist Portfolio Manager with specific project related tasks to source information, undertaking site visits if necessary, evaluating results and providing conclusion to Project Manager, in order to ensure deadlines are achieved for project activities and deliverables
- Any other reasonable duties as required from time to time

Supervision and Management Responsibility:

- Participating in all aspects of staff training and development, including the maintenance of disciplinary standards and use of all learning opportunities to improve the efficiency and effectiveness of service delivery

Budget and Financial Responsibility:

- Complying with all statutory requirements, Standing Orders and Financial Regulations of the council
- Ensuring expenditure/budget is appropriately forecast, monitored and reported throughout project/s
- 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:

- Undertake site visits, where necessary, even during times of 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

- Adherence to the 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 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 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. 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

- Educated to degree level in relevant academic subject, or equivalent professional experience to demonstrate a commensurate level of technical knowledge within the highways and transportation or project management sectors (A/I)

Desirable

- Working towards obtaining or has an Introductory or Foundation Project Management qualification
- Working towards obtaining a further Project Management qualification. (Practitioner, Degree or Diploma level)

Experience

Essential

- Ability to work to tight deadlines and meet funding and operational targets (A/I)
- Presentation skills to present to and communicate with a variety of different parties (A/I)
- Financial awareness and knowledge of cost management (A/I)
- Demonstrated commitment to manage and review work programme on a regular basis with good knowledge and application of project management techniques (A/I)

Desirable

- Demonstrable experience of managing aspects of highways and transportation related projects
- Influencing and negotiating including stakeholder management
- Knowledge of highways and transportation in general
- Awareness of dealing with projects that impact on the general public

Skills/Abilities

Essential

- A commitment to deliver the agreed work plan to the timescale and standards required (A/I)
- An ability to work effectively with colleagues whose work will be impacted by your activities, and of those where you will be affected - managing the interdependencies (A/I)
- A customer focused approach - an understanding of, and appropriate response to, the expectations of the council and external customers the role holder must work with (A/I)

Desirable

- IT literate, able to use MS Project and Office and other relevant software
- Willingness to study and work towards obtaining a further Project Management qualification (Practitioner, Degree or Diploma level)



Commitment

Essential

- Committed to meeting the highest levels of personal professional conduct including the standards set by your professional institutions and through maintaining your continued professional development (A/I)
- Ensure the effective and efficient implementation of Council policies as relevant to this role and the achievement of the Council's objectives, including financial and budget expenditure targets (A/I)

Desirable

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

Other

Desirable

- Flexible availability with the ability to attend meetings/events on occasion outside of normal core working hours

