



Coventry City Council

## Job Description

**Vacancy Reference No:**

<b>Job Title:</b>	Project Manager (Transport Delivery)	<b>Job Number:</b>	D2391D
<b>Service:</b>	Transport & Highways	<b>Post Number:</b>	1017356
<b>Location:</b>	One Friargate	<b>Grade:</b>	7

**Our values:**

We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation.

**Job Purpose:**

To provide a full range of project management support in the preparation and delivery of major transport schemes (including rail schemes) and associated capital works to support the sustainable regeneration and growth of the City.

**Main Duties and Responsibilities:**

1. Provide support for Major Scheme Business Case Development, taking an active role in the development and management of new schemes.
2. Take particular responsibility for leading the extensive public consultation that will form a key part in the delivery of major transport infrastructure projects, particularly involving local groups, elected members, residents associations, specialist interests, business organisations and disabled groups. This consultation will include both strategic level and local detailed consultation and may take the form of public meetings, exhibitions, and focus groups.
3. Provide support in the co-ordination and management of contracts for major transport schemes, including those awarded under NEC3, ensuring that robust project management processes are in place to ensure the project is delivered to time and on budget.
4. Provide a focus for liaison with other major stakeholders both inside and outside the City in the preparation and delivery of major transport projects including the Police, Local Enterprise Partnerships, the Chamber, the Universities and other major employers.
5. To work closely with other transport infrastructure/service providers e.g. Transport for West Midlands, Highways England and Network Rail to ensure the delivery of schemes are integrated and the maximum benefit to the City is obtained.

6. Liaise with other teams within the City Council to ensure a thorough and effective two-way communication on the objectives of the schemes being introduced and the interfaces with other projects.
  7. Work closely with other teams within the City on the submission of new funding applications.
  8. Manage the projects to budget, as agreed with the Senior Programme Manager, and Maintain financial probity for work undertaken through the contract arrangements and ensure these are undertaken within appropriate City Council regulations. Commission work and authorise payments for all tasks related to the delivery of the major transport and related schemes.
  9. Resolve day-to-day project based problems and participate, as required, in the wider professional work of the Transport and Infrastructure Delivery Team.
  10. Allocate and supervise tasks to be given to the relevant project based staff working on specific projects overseen by the postholder.
  11. Any other duties and responsibilities within the range of the salary grade.
- 

---

The postholder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To identify hazards, initiate risk assessments, record the significant findings and implement any necessary control measures
- To check and document that the working environment is safe; equipment, products and materials are used safely; that health and safety procedures are effective and complied with and that any necessary remedial action is taken
- To inform, instruct, train, supervise and communicate with employees and provide them with equipment, materials and clothing as is necessary to enable them to work safely; to complete the health and safety induction checklist for all new employees at the commencement of their employment
- To report all accidents, incidents and near miss events, undertake an investigation into the cause and take appropriate remedial action to prevent recurrence

The post holders must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To inform, instruct, train, supervise and communicate with employees and provide them copies of appropriate guidance such that all employees are aware of what may constitute abuse or neglect of children or vulnerable adults, are aware of their duty to report such concerns and comply with this duty
- To report all concerns about potential abuse or neglect of children or vulnerable adults that are brought to their attention to the appropriate officers within the council as described in current policies

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Workforce Diversity and Inclusion Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

**Responsible for:** Depends on extent of capital programme.

**Responsible to:** Senior Programme Manager (Rail & Infrastructure Projects)

**Date Reviewed:** June 2015

**Updated:** July 2021



Coventry City Council

## Person Specification

<b>Job Title:</b>	Project Manager (Transport Delivery)	<b>Job Number:</b>	D2391D
<b>Service:</b>	Transport & Highways	<b>Post Number:</b>	1017356
<b>Location:</b>	One Friargate	<b>Grade:</b>	7

Area	Description
------	-------------

<b>Knowledge:</b>	<ul style="list-style-type: none"><li>• A detailed knowledge of Project Management principles and techniques</li></ul>
	<ul style="list-style-type: none"><li>• A knowledge of transport planning and traffic engineering design principles.</li></ul>
	<ul style="list-style-type: none"><li>• A knowledge of risk management processes and their relevance to project delivery.</li></ul>
	<ul style="list-style-type: none"><li>• Knowledge of contract management for transportation projects including NEC and current procurement processes.</li></ul>
	<ul style="list-style-type: none"><li>• Full working understanding of the principles and practice of public consultation.</li></ul>
	<ul style="list-style-type: none"><li>• Knowledge of Transport and Town Planning practice and processes, as might be involved in the development and delivery of capital transport schemes</li></ul>

<b>Skills and Abilities:</b>	<ul style="list-style-type: none"><li>• An innovative approach to working with individuals, groups and organisations involved and affected by the delivery of traffic and transportation projects.</li></ul>
	<ul style="list-style-type: none"><li>• Good interpersonal skills to enable effective working with Members, professionals and members of the public.</li></ul>
	<ul style="list-style-type: none"><li>• Highly development written and verbal communication skills.</li></ul>
	<ul style="list-style-type: none"><li>• To effectively present information and advice at Committee, public, officer and partner meetings</li></ul>
	<ul style="list-style-type: none"><li>• Ability to explain complex transport proposals to a range of audiences</li></ul>
	<ul style="list-style-type: none"><li>• Numeracy skills to enable the manipulation, and interpretation of complex data and financial information</li></ul>
	<ul style="list-style-type: none"><li>• Competent IT skills in the range of standard business packages such as Word, Excel, PowerPoint and Project</li></ul>
	<ul style="list-style-type: none"><li>• Capacity to work independently or as part of a team, and generate initiatives to demanding timetables.</li></ul>

<b>Experience:</b>	<ul style="list-style-type: none"><li>• Experience of innovative working with local communities and stakeholder groups, particularly in the field of traffic or transport engineering.</li></ul>
--------------------	--

	<ul style="list-style-type: none"> <li>• Previous technical experience in relevant fields such as highway engineering, planning, traffic engineering, development planning, with some post qualification experience.</li> </ul>
	<ul style="list-style-type: none"> <li>• Experience of project managing complex transport capital schemes, particularly rail projects</li> </ul>

<b>Educational:</b>	<ul style="list-style-type: none"> <li>• A relevant degree (e.g. Civil Engineering)</li> <li>• Plus appropriate post graduate training</li> <li>• Or extensive relevant experience</li> </ul>

**Date Reviewed:** June 2015

**Updated:** July 2021