

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

Job Accountabilities

Job Title: Transport Project Manager	Job number: WM0488
Directorate: Place	Service Area: Infrastructure, Sustainability and Economic Growth

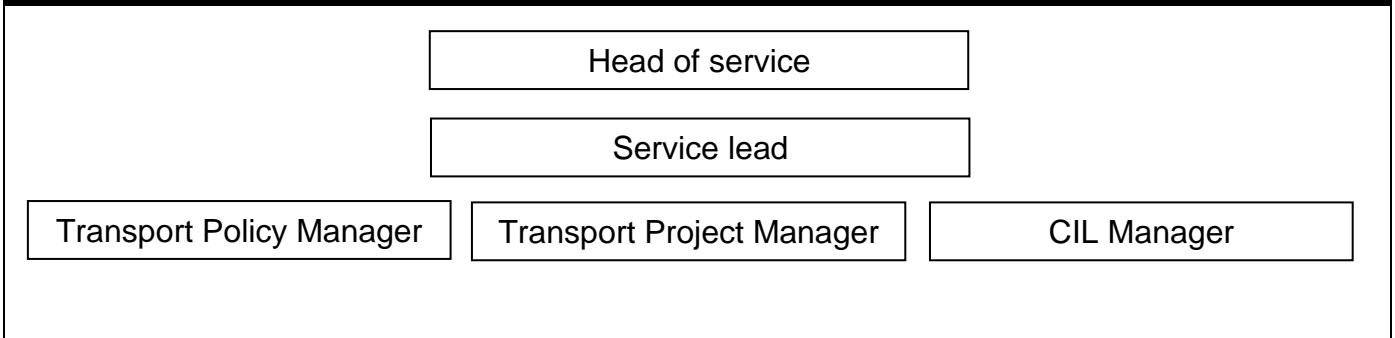
JOB PURPOSE

To deliver transport and infrastructure related schemes through high quality project management of delivery partners and stakeholders.

To ensure schemes are delivered on time and on budget with clear, relevant engagement and communications with local stakeholders.

To help develop bids for the funding of new schemes and projects as directed by the service lead or head of service.

POSITION WITHIN SERVICE STRUCTURE



JOB ACCOUNTABILITIES

- To project manage schemes from initial design through to final delivery.
- Work proactively with the stakeholders to develop and maintain detailed project plans and documents in order to ensure the timely delivery of projects.
- To develop and maintain an appropriate project management approach with delivery agents including the council's chosen highways partner.
- To ensure on time and on budget delivery of high-quality work so that projects provide the desired benefit to residents and businesses, monitoring progress and reporting as required.
- To engage and communicate with local stakeholders keeping them informed of progress throughout the life cycle of the project delivery.
- Work with colleagues across all services and external organisations to ensure that the council can meet its objectives and targets related to transport and infrastructure delivery.
- To provide clear, post-delivery handover of new assets to the maintenance team so that it can provide benefits over time.
- To provide support on the initial development of projects prior to taking the lead on delivery.
- A working knowledge of IT systems and computer networks in order to ensure the validity of solutions move

- Resolve problems occurring during the project cycle, escalating where appropriate with a series of options and recommendations
- Carry out a post-implementation review of the project, in order to identify areas for improvement, and to gather information from all parties as to the success or otherwise of the project so that future developments can benefit from lessons learned.
-

Standard accountabilities/responsibilities that apply to all council staff or specific groups are set out in the Employee Handbook; these include:

- Corporate management
- Information governance compliance
- Whistleblowing
- General Safeguarding Statement
- Project and work management
- Working in a team
- Risk management including Health & Safety
- Business continuity
- Equality of Opportunity
- Values - our corporate behaviours
- Budget management
- Specific responsibilities for managers

Local operating procedures and specific activities/tasks will be supplied by the service.

Person specification

Key Criteria	Essential	Desirable	How assessed
Qualifications and training	<p>Degree and/or appropriate work experience in Project management</p> <p>Proficient in the use of Microsoft Office Suite.</p> <p>Evidence of CPD</p>	Professional Membership of appropriate body	Application.
Job Competence summary (knowledge, skills, abilities, experience)	<p>A detailed understanding of the practical application, concepts and principles of project management and a working knowledge of business analysis and software implementation.</p> <p>Experience of successful partnership working with external delivery agents.</p> <p>Experience in stakeholder management through a project delivery timeframe.</p> <p>Able to communicate clearly, convincingly and sensitively, orally and in writing.</p> <p>Self-motivated and able to work well both within a team or on own initiative</p> <p>Methodical and capable of working to tight deadlines and with a flexible attitude</p> <p>Demonstrable commitment to the principles and practice of equal opportunities in employment and service provision.</p> <p>IT literate.</p>	<p>Experience in project management related to transport infrastructure.</p> <p>Understanding of how to achieve results in a political environment and an ability to do so. A track record of collaborative and team working.</p>	Interview
Politically restricted - No			
Other requirements (e.g. unsocial hours working, driving	The post holder will be expected to work flexibly, including possible attendance of evening	Full driving licence. Council pool car available but may	Application.

licence, fit to drive Council vehicle etc)	meetings at a range of locations across the borough.	need access to a private vehicle.	
---	--	--------------------------------------	--