

CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL JOB PROFILE

DEPARTMENT: Place	SERVICE GROUP: Planning, Transportation & Highways Service
POST TITLE: Project Manager	REPORTS TO: Principal Engineer (WY+TF Projects)
GRADE: PO4/5	SAP POSITION NUMBER:

The following information is furnished to help Council staff and those people considering joining the City of Bradford Metropolitan District Council to understand and appreciate the general work content of their post and the role they are to play in the organisation. The duties and responsibilities highlighted in this Job Profile are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

As a candidate you will be expected to demonstrate your ability to meet the special knowledge, experience and qualifications required for the role by providing evidence in the application form for the purpose of shortlisting. Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column of this section.

The employee competencies are the minimum standard of behaviour expected by the Council of all its employees and the management competencies outlined are those relevant for a post operating at this level within our organisation. Both sets of competencies will be used at interview stage and will not be used for short listing purposes.

Key Purpose of Post:

- Owns and manages and drives the programme for the individual schemes, ensuring deliverables are understood by the team and that these can be delivered within the required timescales. Establish the requirements and monitor delivery of these by checking adherence to scheduled commitments.
- Ensure compliance with the requirements of the West Yorkshire Combined Authority Project Assurance Framework for all allocated West Yorkshire+ Transport Fund (WY+TF) projects ensuring compliance with OGC PRINCE2 methodology and that all schemes are correctly reported on, forecast and delivered in line with the forecast. In addition to the WYCA processes the PM is also responsible for compliance with all CBMDC policies and procedures and any others relevant to the scheme such as Network Rail's where projects interface.
- Monitor and manage the key risks for all projects and implement change control procedures as required.

Main Responsibilities of Post:

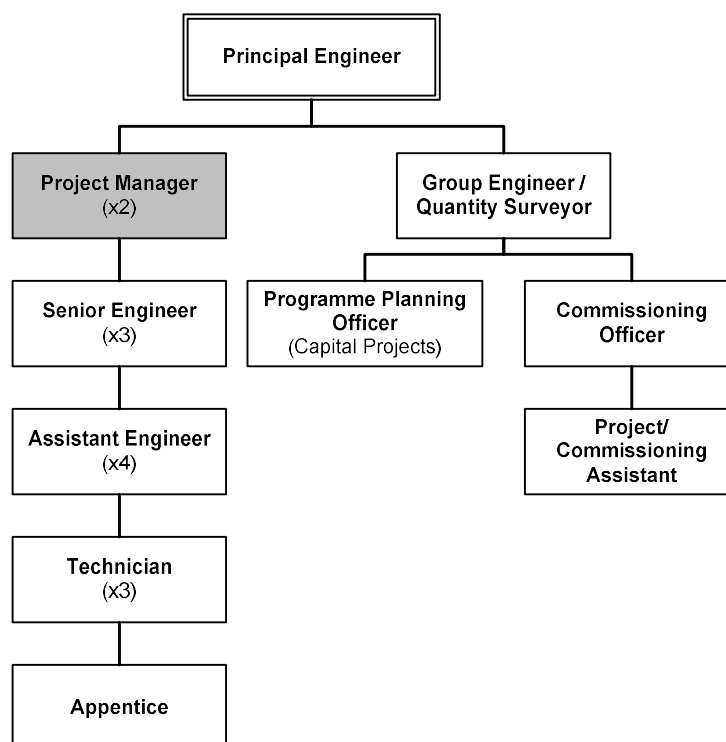
1. Lead on project management for large scale capital infrastructure projects, co-ordinating resources to ensure projects are delivered on time and within budget. Developing and maintaining an appropriate Resource Plan to enable delivery of the

- programme. Drive delivery to ensure that milestones are achieved.
2. Ensure that projects are effectively planned and managed within a formal programme and project management framework as defined within the West Yorkshire Combined Authority Assurance Framework and OGC PRINCE2 methodology. Assist in the production of Decision Point submissions and Exception Reports to the West Yorkshire Combined Authority and other potential funders to enable the draw-down of funding for project delivery.
 3. Appraise options for, and risks to, delivery of projects and make clear and concise recommendations to senior officers, the Programme Board and Elected Members. This includes ensuring the relevant escalation procedures are followed and any interdependencies and interfaces between projects in the programme are managed and reported.
 4. Proactively manage changes in project scope, identify potential crises, device contingency plans and provide lessons learnt reporting as required in order to identify successful / unsuccessful project elements.
 5. Prepare and deliver reports and presentations to ensure effective engagement with all project stakeholders communicating with audiences of varying levels of technical knowledge effectively.
 6. Provide professional advice and guidance in relation to projects, ensuring that key milestones and information are communicated to internal and external stakeholders.
 7. Be responsible for monitoring risks, development of strategies for their mitigation or avoidance and dealing with issues to ensure projects are delivered.
 8. Establish and monitor effective systems for change control on projects including preparation and presentation of appropriate exception reports to senior management and external funding bodies in order to secure additional funding (where required) for the delivery of projects.
 9. Ensure effective arrangements are established for managing project budgets and preparation of financial forecasts.
 10. Undertake performance management and complex data analysis and interpretation, promoting quality practice and service delivery, ensuring continuous improvement.
 11. Identify, evaluate and implement processes, technology and systems to enhance project and service delivery.
 12. Be responsible for programming utilisation of project resources including establishing effective monitoring and planning systems.
 13. Proactively liaise, negotiate, influence and collaborate with internal and external stakeholders including managers, employees, councillors and partnership agencies as required to ensure the effective delivery of projects.
 14. Comply with health and safety regulations, legal and statutory requirements, standing

orders and financial regulations of the Council in delivery of all aspects of this role.

15. Undertake any other duties commensurate with the role as requested by management.

Structure:



General and Specialist Knowledge:

Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column.

Essential

Due to the Government's Fluency in English Duty for posts where employees speak directly to members of the public the post holder is required to meet the Advanced threshold level which will be implemented where the post requires a greater level of sensitive interaction with the public, – where the person is able to demonstrate that they can during the interview:

- Can express themselves fluently and spontaneously, almost effortlessly
- Only the requirement to explain difficult concepts simply hinders a natural smooth flow of language

X

Carries out the project management working practices, procedures and basic operations across construction related projects at practitioner level - includes project planning, risk management, governance, value for money and benefit realisation.

X

Uses a wide range of basic computer applications - including Microsoft Office applications and Microsoft Project, management information systems/databases and/or other programmes to extract, collate and produce or present data.

X

Discusses the viability of potential solutions with experts / specialist knowledge holders to ensure that they meet technical, legislative and/or procurement requirements and have been appropriately risk assessed.

X

Competency Based Job Profile

Able to demonstrate adequate verbal skills in discussion, negotiation and when giving advice	X
Knows and understands how to analyse, interpret and present complex information from a variety of sources clearly and simply using appropriate formats - (e.g. regular management information, progress monitoring).	X
Able to develop, maintain and use appropriate monitoring systems to monitor delivery of assigned projects.	X
Supports the work of technical teams with day-to-day organisation of workloads / allocation of resources.	X
Awareness of the costs for products and services associated with the delivery of large capital infrastructure projects - includes management of budgets, monitoring expenditure and maintaining accurate records of financial performance.	
Able to analyse problems and generate a number of potential solutions	
Understands and applies health and safety working practices including risk in own area and/or across other areas of work (including legislation) – plans own work, or programmes work for others, is able to understand appropriate risk identification, work instructions and codes of practice	
Relevant Experience:	
<p>Minimum of 5 years' demonstrable experience of project management (from development through to delivery) utilising the PRINCE2 methodology on large (£5m+) infrastructure projects with a track records of delivery to programme & budget.</p> <p>Further 3 years' experience acting in a senior Project Manager role with responsibility for achieving outputs and deliverables on assigned projects working within a Local Authority or engineering Consultancy.</p> <p>Experience of project / programme budget setting, management and review for major infrastructure projects.</p> <p>Experience of acting as an advisor to managers at all levels of seniority, external agencies / partner organisations.</p> <p>Holds a full UK driving licence.</p>	
Relevant Professional Qualification Requirement:	
<p>Degree level qualification in civil engineering or construction related discipline or substantial demonstrable experience in management and delivering significant project/programmes (e.g. major infrastructure programmes, construction projects, complex property or regeneration projects).</p> <p>Relevant Programme / Project Management Qualification including PRINCE2 Practitioner Certificate (minimum) or APMP Qualification.</p> <p>Demonstrable significant experience of project management utilising the PRINCE2 methodology on large (£5m+) infrastructure projects with a track records of delivery to programme & budget.</p>	
Core Employee Competencies at Manager Level (to be used at interview stage)	
Carries Out Performance Management – covers the employee's capacity to manage their workload and carry out a number of specific tasks accurately and at a high standard.	
Communicates Effectively - covers a range of spoken and written communication skills required as a regular feature of the job. It includes exchanging information/building relationships, giving	

advice and guidance, counselling, negotiating and persuading and handling private, confidential and sensitive information.

Carries Out Effective Decision Making - covers a range of thinking skills required for taking initiative and independent actions within the scope of the job. It includes planning and organising, self effectiveness and any requirements to quality check work.

Undertakes Structured Problem Solving Activity - covers a range of analytical skills required for gathering, collating and analysing the facts needed to solve problems. It includes creative and critical thinking, developing practical solutions, applying problem solving strategies and managing interpersonal relationships.

Operates with Dignity and Respect - covers treating everyone with respect and dignity, maintains impartiality/fairness with all people, is aware of the barriers people face.

Management Competencies (to be used at interview stage)

Operates with Strategic Awareness - Our managers work with corporate priorities and policies in a joined up way with others, internally and externally. Works democratically, transparently and accountably.

Practices Appropriate Leadership - Our managers motivate their staff to exceed expectations through raising their awareness of goals and moving them beyond self-interest for the sake of the team or service. They consider serving the District in all that they do.

Delivering Successful Performance - Our managers monitor performance of services, teams & individuals against targets & celebrate great performance. They promote the District's vision & work to achieve Council's values & agreed outcomes.

Applying Project and Programme Management - Our manager's work to ensure that outcomes and objectives are achieved within desired timescales, make best use of resources and take a positive approach to contingency planning.

Developing High Performing People and Teams - Our managers coach individuals and teams to achieve their potential and take responsibility for continuous improvement. They champion the Council's values and goals.

Working Conditions:

You must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010 in relation to Disability Provisions.

May occasionally be required to work evenings, weekends and Bank Holidays as required by the needs of the Service.

This post is classed as a 'Mobile and Flexible Worker' position for which a Mobile and Flexible Working Agreement will be mandated. The post holder may be required to work from a number of operational bases within the Bradford District as well as at the West Yorkshire Combined Authority.

Special Conditions:

None.

Compiled by:
R Gelder

Grade Assessment
Date:
25/01/18

Post Grade:

PO4/5

Date: 01/2018