

Job Description

For Non-Streamlined Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

Role Details

Job Title:	Section Manager: Highways (Programme & Project Management)	JEID	
Salary Grade:	HAY Band F		
Team:	Engineering Design Services		
Service Area:	Communities – Environment Services		
Primary Location:	Shire Hall, Warwick		
Political Restriction	This position is not politically restricted.		
Responsible to:	Service Manager		
Responsible for:	Programme and project management of highway schemes		

Role Purpose

Be responsible for and direct the Programme and Project Management section to ensure that all highway and transportation schemes, including those which have external funding partners, are delivered on time and within budget, so that Warwickshire's development planning objectives and the requirements of the Local Transport Plan are met

Supporting project and strategic boards including those held collaboratively with other public bodies. Acquisition of funds from internal Warwickshire County Council sources and from external bodies.

Assisting Engineering Design Services Service Manager with planning, directing and developing Engineering Design Services operations and ensuring the management of the Project and Programme Management section, as a key component of the Engineering Design Services business unit, is commercially viable and that the financial targets are met.

Role Responsibilities

Direct the team(s) of the Programme and Project Management section to ensure that

- programmes and projects have governance to an appropriate standard
- all works designed in-house or externally are to the appropriate design standards
- contracts are prepared to protect the interests of Warwickshire County Council as

highway authority and to provide value for money

Act as the contract Employer on multi-million pound construction projects.

Take a lead on innovation and transformation in the section.

Motivate, train and develop staff to work flexibly, effectively and efficiently. Encourage technological progression.

Liaise with stakeholders and external funding providers; negotiate with developers and clients.

Be responsible for undertaking the following, including commissioning and managing consultants, as appropriate to the requirements of the service:

- programme and Project Management of highway and/or bridge schemes including applying PRINCE2 principles as appropriate
- design, technical review, technical approval, contract procurement and construction supervision of various highway and or bridge schemes (including developer funded schemes)
- obtaining authorisation for departures from standard and exceptions to safety audit as appropriate
- preparing committee reports and attend Member meetings
- providing Members with information, progress and support

Assist the Engineering Design Services Service Manager in the management of Engineering Design Services, as a business unit, to ensure that:

- the business activities meet the Communities Group's financial targets
- annual budgets are formulated and agreed
- expenditure and forecast costs are monitored and controlled to ensure capital expenditure is in line with the budget allocation
- there are sufficient skills to complete projects on time (this involves identifying resources and advising on the recruitment of staff as necessary to enable the teams to work in an efficient manner and to ensure key tasks are achieved)
- the Engineering Design Services' objectives are met and that standards are set to demonstrate continual improvement through value for money performance management.

Procure contracts and frameworks for professional services or works for specialist or general use with the Service, other parts of the Communities directorate and within partner Local Authorities.

Take a lead role in partnership working with external organisations, including managing joint working arrangements with other local authorities.

Carry out all work in line with the corporate equality and diversity policy.

Ensure that health and safety responsibilities are carried out in accordance with both statutory and corporate Health and Safety policies and procedures.

Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

Essential Criteria

Assessed By:

SKILLS AND ABILITIES	
Good general knowledge of highway scheme delivery (project management/feasibility/ design/ construction).	A & I
In-depth knowledge of programme management and project management including PRINCE 2	A & I
Knowledge and understanding of construction and professional services contracts.	A & I
High level communication skills.	A & I
In depth knowledge of Health and Safety as it affects construction.	A & I
Customer focussed	I
Motivation skills	I
Knowledge and understanding of risks that affect the delivery of highway schemes.	A & I
Ability to manage a number of projects to time and competing priorities	A & I
Computer literate	A
EXPERIENCE	
Management of professional teams undertaking design and/or technical review.	A & I
Substantial design phase management experience on civil engineering projects	A & I
Substantial construction phase management experience on civil engineering projects	A & I
Working knowledge of the Construction, Design and Management Regulations 2015.	A & I
Knowledge and understanding of the Highways Act 1980	I
EDUCATION/QUALIFICATIONS	
CEng (or ability to demonstrate competences at that professional level)	A & I
OTHER REQUIREMENTS	
Ability to travel on behalf of the County Council in an efficient and economical way	A & I

Desirable Criteria

Assessed By:

Experience of dealing with councillors, the public and other third parties	A
Experience of dealing with and reporting to external funding providers	A & I
Experience of dealing and negotiating with developers	A & I
Experience of acting as Project Manager on major NEC3 ECC contracts	A
Knowledge of the NEC3 ECC and conditions of contract	A & I
Experience of performing the Client and Principal Designer roles under CDM 2015	A & I
Experience of developing or maintaining or improving a Quality Management System	A & I

Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input checked="" type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input checked="" type="checkbox"/> Restricted postural change – prolonged sitting
<input type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input type="checkbox"/> Working on/ or near a road	<input type="checkbox"/> Regular work outdoors

<input checked="" type="checkbox"/> Significant use of computers (display screen equipment)	<input type="checkbox"/> Work with vulnerable children or vulnerable adults
<input type="checkbox"/> Undertaking repetitive tasks	<input checked="" type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse
<input type="checkbox"/> Potential exposure to blood or bodily fluids	<input checked="" type="checkbox"/> Face-to-face contact with members of the public
<input checked="" type="checkbox"/> Other (please specify):	Working near watercourses