

# City of Wolverhampton Council

## Job Description

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| <b>Job title:</b>      | Construction Project Lead - Major Schemes              |
| <b>Directorate:</b>    | Economy  |
| <b>Service:</b>        | Resident Services                                      |
| <b>Location:</b>       | Any suitable location within the City of Wolverhampton |
| <b>Workstyle:</b>      | Flexible   |
| <b>Responsible to:</b> | Construction Project Manager - Major Schemes           |
| <b>Grade:</b>          | Grade 7  |

### Job Purpose and Role:

The post holder will lead on highway engineering matters and to represent the Council in respect of the promotion, development, implementation and delivery of major highways and transportation infrastructure and network development schemes. There will be a requirement to provide engineering and scheme delivery knowledge and expertise to shape and deliver improvements across the city, working collaboratively across all service areas, and with external organisations and partners securing the effective management and development of a safe, sustainable and efficient transportation network and its associated infrastructure, systems and operations to support the economic growth objectives for the City. The post holder will support the Service Manager and Construction Project Managers for the delivery of a programme of major transportation schemes. There will also be a requirement to support on network development projects and the day to day operational and technical aspects of multiple and / or large projects within the city, being responsible for delivery to time, budget, quality, scope and risk tolerances.

1. To be responsible for the design, project management and delivery of small to medium sized major projects, under the guidance of the Construction Project Manager, to include highway and junction alterations, active travel schemes and public realm improvements.
2. To provide support to the Construction Project Manager for the design, project management and delivery of medium to large sized major projects; to include highway and junction alterations, active travel schemes and public realm improvements.

3. To represent the Council in respect of the promotion, development, implementation and delivery of highways and transportation policies, strategies, and initiatives relating to the area of new transportation infrastructure delivery.
4. To contribute to the management and development of a safe, sustainable and efficient transportation network and its associated infrastructure, systems and operations to support the economic growth objectives for the City and in the area of new transportation infrastructure delivery and network development.
5. To deputise for and / or represent the Construction Project Manager, Service Manager or Head of Service as required. To provide programme and delivery representation, visibility and accountability to partner organisations and stakeholders.
6. To provide support on the effective discharge of statutory responsibilities relating to the construction and adoption of new roads.
7. To provide construction advice for transportation schemes and provide input to the preparation of submissions seeking funding from the Government or other bodies, and provide appropriate monitoring and evaluation data for all funding and scheme deliverables.
8. To ensure that all relevant databases are kept up to date relating to project management.
9. To monitor the performance in this area of work against all relevant performance indicators and maintain project documentation and software in conjunction with the PMO.
10. To prepare and present reports to various Wolverhampton committees, West Midlands Combined Authority/Transport for West Midlands Single Assurance Framework process and central government where required.
11. Ensure that appropriate project management processes are put in place and utilised consistently.
12. Provide visibility to the management teams, Head of Service and associated boards on progress, risks and issues associated with the individual projects/work packages within the service area.
13. To ensure an effective working relationship between staff engaged on the projects and work streams within this programme and all partners.
14. To act as the day to day point of contact with programme partners and stakeholders ensuring that any issues or clarifications raised are resolved in an effective and mutually agreeable manner
15. To ensure that lessons learnt as part of any post project review are recognised and implemented as appropriate in development and delivery of the programme going forward.

16. To provide technical expertise during the development and delivery of the projects and workstreams within this programme.
17. To act in accordance with the Council's Constitution and other Codes of Conduct.
18. To participate in staff development, appraisal and training as appropriate, including continuous professional development.
19. To comply with the Council's agreed policies and procedures including but not limited to Health and Safety, and Equal Opportunities Policies, General Data Protection Regulations, Freedom of Information Act, Financial Management Regulations and other relevant Council and Government Regulations, Directives and City-wide priorities.
20. To undertake any other tasks, duties and responsibilities as directed and appropriate to the grade and role of the post subject to any reasonable adjustments under the Disability Discrimination Act 1995 as incorporated into the Equality Act 2010.
21. To participate in the wider development of the service and contribute to service improvement as required.
22. Effectively manage and review allocated contracts to ensure the required level of performance and best value is achieved in line with the Council's key strategies; as appropriate and training provided.
23. Work with key stakeholders when required to effectively manage contracts to achieve the best outcome for the delivery of the Council's objectives; as appropriate and training provided.
24. City of Wolverhampton Council is committed to Corporate Parenting.

“Corporate Parenting is the collective responsibility of the Council to provide the best possible care and protection for children who are looked after.”

Effective date

Signature of post holder

**SUPERVISORY RESPONSIBILITY**

The post holder may need to guide and support team members at a lower grade.

**CONTACTS**

Staff at all levels in all departments and external contacts and suppliers.

## City of Wolverhampton Council

### Person Specification

**Job title:** Construction Project Lead – Major Schemes

| FACTORS        | ESSENTIAL  | DESIRABLE  | HOW IDENTIFIED                                 |
|----------------|--|--|--|
| Qualifications | <ul style="list-style-type: none"> <li>• A degree or equivalent in a Civil Engineering discipline, or relevant experience</li> </ul>   | <ul style="list-style-type: none"> <li>• A post graduate qualification (e.g. MSc) in Transportation, Engineering, Project Management or other relevant discipline, or relevant equivalent experience.</li> <li>• Other qualifications relevant to the working area</li> <li>• Experience in highway engineering, construction, or project management</li> <li>• Membership of a relevant professional body such as Chartered Institute of Highways and Transportation (CIHT) Institute of Highway Engineers (IHE)</li> </ul> | Application Form<br>Production of Certificates |
| Training       | <ul style="list-style-type: none"> <li>• Experience in the use of 2D AutoCAD software</li> <li>• Continuing Professional Development across relevant transportation and engineering subject matters,</li> <li>• Strong knowledge of Excel, Word, PowerPoint and Teams</li> <li>• Willing to undertake any other training as necessary</li> </ul> | <ul style="list-style-type: none"> <li>• Experience in the use of 3D AutoCAD software</li> </ul>   | Application Form<br>Interview                  |

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| Experience               | <ul style="list-style-type: none"> <li>• Significant experience of working within the transportation, engineering and construction sector</li> <li>• Considerable experience in project management, including a proven track record of successful delivery</li> <li>• Significant experience of producing summary reports</li> <li>• Experience of project management requirements to support the successful delivery of business cases.</li> <li>• Considerable experience in collaborative working</li> </ul>  | <ul style="list-style-type: none"> <li>• Experience of supporting the delivery of training / presenting information to large groups / audiences</li> <li>• Experience of using the Agresso solution</li> <li>• Experience of budget monitoring</li> </ul> | Application Form<br>Interview<br>References |
| Special Knowledge/Skills | <ul style="list-style-type: none"> <li>• Considerable knowledge of highways/transportation legislation</li> <li>• Ability to communicate and negotiate effectively with stakeholders all levels, both orally and in writing</li> <li>• Considerable knowledge in manipulating, managing and analysing data</li> <li>• Significant experience in achieving specific objectives, to balance competing demands and meet challenging deadlines</li> <li>• Considerable knowledge in the use of different project management tools and processes such as risk and issues, benefits, planning, communication and stakeholder mapping</li> <li>• Collaborates well</li> </ul> | <ul style="list-style-type: none"> <li>• Knowledge of programme management</li> <li>• Knowledge of working in a political environment, particularly dealing with members</li> </ul>   | Application Form<br>Interview<br>References |

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| <p>Personal Qualities</p>                           | <ul style="list-style-type: none"> <li>• Adaptable and positive regarding changing work environments</li> <li>• Diligent with attention to detail</li> <li>• Awareness of environmental challenges and a desire to contribute to positive change</li> <li>• Ability to cope under pressure</li> <li>• Effective communicator at all levels</li> <li>• Self-motivated and has a can do attitude</li> <li>• Can show initiative and able to demonstrate continuous personal development</li> <li>• Organised and disciplined approach</li> <li>• Ability to prioritise work and deadlines</li> <li>• Strong interpersonal skills</li> </ul> |  | <p>Application Form<br/>Interview<br/>References</p> |
| <p>Interests and Motivation relevant to the job</p> | <ul style="list-style-type: none"> <li>• Self-motivated and able to work flexibly</li> <li>• Commitment to embrace change and make a difference</li> <li>• Commitment to personal development through remaining up to date with new and emerging developments in project management and engineering</li> </ul>  | <ul style="list-style-type: none"> <li>• An interest in active travel design, cycling and multi-modal transport methods</li> </ul>       | <p>Interview<br/>References</p>                      |
| <p>Commitment</p>                                   | <ul style="list-style-type: none"> <li>• Commitment and enthusiasm for making positive changes in the built environment</li> </ul>  | <ul style="list-style-type: none"> <li>• Evidence of a desire to progress professionally and to achieve full career potential</li> </ul> | <p>Interview<br/>References</p>                      |