

Kent County Council

Job Description: *West Kent Project Manager*

Directorate:	Growth, Environment and Transport
Unit/Section:	Highways, Transportation and Waste
Grade:	KSH
Responsible to:	Planning and Advice Principal Engineer / Design and Delivery Principal Engineer

Purpose of the Job:

To work as part of a cross cutting team to consider, investigate, design or commission and deliver highway improvement projects.

Main duties and responsibilities:

- The post holder is required to work alongside our team of project managers, engineers, assistant engineers and project officers to identify and deliver projects to reduce either the quantum and/or severity of personal injury accidents and also make the highway safer for all. You will also manage the delivery of smaller projects ranging from traffic management, parking and/or accessibility issues. The team may also deliver other projects as identified by other departments as deemed appropriate.
- Lead on projects for all changes to the Highway up to Major Capital Programme level, particularly Crash Remedial Measures, Parish Highway Improvement Plan led projects Member Highway Funded projects, Developer funded projects and also Integrated Transport projects. Your role in the team will also involve close integration with the Vision Zero strategy team, the Behavioural Insights team, the Active Travel Team and the Road Safety Research and Innovation team. To play a key role in the safety and functionality of the highway.
- Lead on concepts, planning and advice and delivery for a series of projects from concept through to delivery. This will involve community liaison, technical review, design, quantifying, commissioning and procurement and contract management. It will also involve contract administration, site supervision and financial control and risk management of projects. You will be required to carry out site supervision of scheme delivery and keep accurate records and certificates.
- Responsible for highway site visits, interrogate the County Council's crash database and undertake feasibility and prioritisation of potential projects that deliver highway improvement and/or casualty reduction benefits.
- The role involves working closely with Members, Parishes and other key stakeholders to identify appropriate traffic projects that meet the County Council's policies. .
- Preparation of Health and Safety Plans, risk assessments and high quality job packs informed by early contractor engagement. The post holder will be required to ensure that all projects are handed over and delivered by the Contractor in a safe and compliant manner.

- The post holder will be responsible for undertaking meaningful and timely consultation on projects to ensure community/member/officer buy in.
- The post holder will need to undertake or oversee quality audits to ensure projects as designed and built are safe and compliant and 'fault free'. The role will include the provision of planning and advice for new improvements across the County to other internal teams and as requested for Joint Transportation boards.
- Review and sign off for any new improvement of the highway promoted by other teams in H&T and externally funded projects.
- Oversee the management of associated data collection/analysis and Traffic Regulation Orders as part of scheme concept, design and delivery.
- Provide information for performance measures and ensure contract and commercial compliance in all elements of work to ensure projects are delivered to the agreed timescale, quality and cost. Ensure formal sign off for projects at completion and end of defects period and that as-built records are recorded.
- Manage customer enquiries and ensure timely and high-quality responses.
- The post holder will be required to provide assistance to other teams within the GET directorate, or any other part of KCC, from time to time as and when your skills and knowledge are required for particular projects and initiatives.

Footnote: This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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Person Specification: *West Kent Project Manager*

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none"> • HND/HNC/BTEC Higher in Civil Engineering or relevant and/or extensive relevant experience. • Project or Programme Management accreditation (APPM / MSP)
EXPERIENCE	<ul style="list-style-type: none"> • Good knowledge of national and local design standards, and technical procedures. • Working knowledge of CDM regulations, risk assessments and contract management. • Project and Programme Management experience.
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • IT literate and willingness to learn and develop new IT skills. • Ability to travel to different locations for work including visits to live sites. • Good communication and verbal / written inter personal skills, with the ability to manage difficult conversations. • Ability to manage and prioritise complex workloads. • Self-motivated and able to influence others to achieve best results with the minimum of supervision. • Good financial management skills.
KNOWLEDGE	<ul style="list-style-type: none"> • Good knowledge of design and construction methods. • Knowledge of asset management principles, whole life costing and Government funding requirements. • A detailed understanding of the use of various computer systems including AutoCAD, Signplot and Microsoft Office programmes.
KENT VALUES AND CULTURAL ATTRIBUTES	<p>Kent Values:</p> <ul style="list-style-type: none"> • We are brave. We do the right thing, we accept and offer challenge • We are curious to innovate and improve • We are compassionate, understanding and respectful to all • We are strong together by sharing knowledge • We are all responsible for the difference we make <p>Our values enable us to build a culture that is:</p> <p>Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile</p> <p>Curious - constantly learning and evolving</p> <p>Compassionate and Inclusive - compassionate, understanding and respectful to all</p> <p>Working Together - building and delivering for the best interests of Kent</p> <p>Empowering - Our people take accountability for their decisions and actions</p> <p>Externally Focused - Residents, families and communities at the heart of decision making</p>