

Kent County Council

Job Description: Network Project Manager

Directorate:	Growth, Environment & Transportation
Unit/Section:	TRA - Transportation – Traffic Management
Location:	Flexible
Grade:	KR10
Responsible to:	Network Manager

Purpose of the Job:

Support the Network Manager, the Senior Network Project Manager and wider Traffic Management Team by identifying and developing measures to improve the highway network to tackle congestion, improve safety, reduce pollution and improve public health.

Main duties and responsibilities:

- Provide sound technical advice within the Traffic Management remit, giving a high level of customer care to both internal and external customers.
- Work collaboratively with the Network Performance team, other highway teams and external partners such as National Highways to identify funding opportunities to deliver improvements.
- Review existing setup/layout and operation of road network locations that are suffering from issue(s) such as congestion, safety and pollution to develop measures/mitigations to tackle these issues, including the potential benefits to the network and make technical-based recommendations, to the Senior Network Project Manager and Network Manager for implementation.
- Use data streams such as the Kent Traffic Model to support mitigation development and support the Senior Network project Manager to drive improvements or resolve issues on highway network, utilising new technological developments as appropriate.
- Work closely with other team members and key stakeholders to meet the requirements and objectives, in relation to Network Management, that are set out in Kent's Bus Service Improvement Plan, including the engineering suitability of new parking or bus priority schemes.
- Provide support to the moving traffic enforcement team, to review new site locations identified for potential moving traffic contravention enforcement and assess their suitability
- Provide technical engineering support in the development of new freight policies or schemes.
- Respond to enquiries and communicate with stakeholders at all levels including multi agency partners, Councilors (Parish, District and County), MPs, public transport providers, senior managers as well as members of the public. Collaborate with the wider team to prepare communication strategies and public consultation exercises for highway improvements or proposed moving traffic enforcement sites
- Identify new and monitor key existing indicators to measure success and report progress against targets to ensure we understand and improve service delivery

- To prepare reports and give evidence on matters within the scope of the service for presentation at public Inquiries, Member Reference Board and working groups and to attend as required.
- Monitor and manage income and expenditure in respect of schemes, process and projects that the postholder is responsible for and provide monthly financial monitoring to the Network manager.

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Person Specification: Network 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"> Project and Programme Management experience. Experience of developing good working relationships with a wide range of internal and external bodies and customers as part of developing effective service delivery. Experience in the preparation, writing and submission of committee and management reports.
SKILLS AND ABILITIES	<ul style="list-style-type: none"> IT literate including use Ms Office, AutoCAD and KeySigns. Ability to travel to different locations for work site visits. Good communication and verbal / written interpersonal skills, with the ability to manage difficult conversations. Self-motivated and able to influence others to achieve best outcomes, prioritising complex workloads, with the minimum of supervision.
KNOWLEDGE	<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. Working knowledge of asset management principles, whole life costing and Government funding requirements. Working knowledge of legislation and codes of practice as they relate to the role (e.g. Traffic Management Act 2004)
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> <ul style="list-style-type: none"> Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile Curious - constantly learning and evolving Compassionate and Inclusive - compassionate, understanding and respectful to all Working Together - building and delivering for the best interests of Kent Empowering - Our people take accountability for their decisions and actions Externally Focused - Residents, families and communities at the heart of decision making