

Directorate: Growth, Environment and Transport

Unit/Section: Highways, Transportation and Waste

Grade: KR10

Responsible to: Senior Project Manager for the Major Capital Programme Team

Purpose of the Job:

The role will require the postholder to assist and deputise for the Project Manager and where appropriate, to lead in the delivery of major highway projects above £1m through the feasibility, planning, design, consultation, construction and post construction phases. The postholder will also be responsible for managing a programme of feasibility schemes and will assist in the preparation of scheme business cases to support funding bids for major highway projects.

Main duties and responsibilities:

1. Manage high level delivery programmes, including assisting and coordinating the delivery of major projects above £1m, from feasibility to post construction. This will include working in partnership with internal and external multi-disciplinary teams.
2. Ensure that resources are used wisely with consistent appraisal methods for expenditure including assisting in the preparation of accurate briefs, directing and controlling the work of consultants and other service providers.
3. Assist, co-ordinate and manage the procurement of major schemes in line with 'Spending the Council's Money', including assisting in all relevant governance sign off and the preparation of contract documents and assessment of tenders.
4. Ensure compliance with KCC financial regulations and assist in the financial management of major projects from concept to post construction ensuring tight financial control and contractual compliance in all elements of work.
5. Assist and contribute to the preparation of communication strategies and the execution of public consultation exercises for major highway projects. Produce and distribute communications, including scheme newsletters, in line with KCC style guide. Ensure the team website pages are relevant and kept up to date, creating new content as required and ensuring that all web content is in line with the Digital Accessibility Regulations.

6. Deliver a high-quality customer service and ensure prompt investigation and response to complaints and queries raised by staff, customers and Members, including those received through the dedicated scheme email inboxes.
7. Provide appropriate assistance to HT&W/EPE in establishing relationships with key customers and lead a coordinated approach to engagement with County and District members and officers, and with other community representatives.
8. Assist and lead, where appropriate, in the preparation of reports and provide specialist advice to Senior Managers, Members, Committees, Boards and Cabinet.
9. Ensure compliance with Health and Safety legislation and completion of appropriate training as directed.
10. To work closely and in conjunction with the newly formed GET Project Management Hub, providing support where required for its ongoing function.

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

Kent County Council

Person Specification: *Assistant 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.

QUALIFICATIONS	<p>Relevant degree or professional qualification (or equivalent in experience)</p> <p>Contract Management qualification or equivalent and/or experience</p> <p>Membership of a professional body</p> <p>APMP or equivalent Project Management qualification</p>
EXPERIENCE	<p>Proven experience of successful project management support of major highway schemes.</p> <p>Proven experience of cost control within a project environment.</p> <p>Proven experience of highway engineering and the use of relevant computer applications ((including MS Excel, AutoCAD and MS Project)</p>
SKILLS AND ABILITIES	<p>Ability to motivate and hold people accountable to standards of performance and to improve team performance and effectiveness.</p> <p>Ability to work across service areas and promote cross-functional working.</p> <p>A high level of interpersonal skill; a competent influencer and negotiator.</p> <p>Commercial awareness.</p> <p>Excellent analytical skills</p> <p>Excellent communication and presentation skills.</p> <p>Able to work under pressure and prioritise effectively.</p> <p>Confidence to deputise for the Major Capital Programme Project Managers</p>
KNOWLEDGE	<p>Good knowledge of national and local planning guidelines and other relevant standards.</p> <p>Knowledge of managing and influencing the political and administrative processes of local government.</p> <p>Good knowledge of the principles of project and contract and procurement management.</p> <p>Good knowledge of financial monitoring</p>
BEHAVIOURS AND KENT VALUES	<p>'Can-do' approach</p> <p>Personal and professional credibility which commands the confidence of Members, Senior Officers and staff</p> <p>A high level of personal drive and commitment with the initiative to plan and deliver successful outcomes with the resources available</p> <p>Creative thinking</p> <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

	<ul style="list-style-type: none">• We are strong together by sharing knowledge• We are all responsible for the difference we make
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