

<b>Directorate:</b>	<b>Growth, Environment and Transport</b>
<b>Unit/Section:</b>	<b>Highways, Transportation and Waste</b>
<b>Grade:</b>	<b>KR10</b>
<b>Responsible to:</b>	<b>Schemes Programme Manager</b>

### **Purpose of the Job:**

To work as part of a cross cutting team to investigate, design or commission and deliver highway improvement schemes particularly CRM, Member Highway Fund, Developer funded schemes and Integrated Transport schemes and investigate/manage customer requests for changes to the highway.

### **Main duties and responsibilities:**

1. The post holder is required to work as part of a team of scheme project managers to identify and deliver schemes to reduce either the quantum and/or severity of personal injury accidents. You will also manage the delivery of smaller schemes ranging from traffic management, parking and/or accessibility issues. The team may also deliver other schemes as identified by other departments as deemed appropriate.
2. You will be required to manage projects and schemes from concept through to delivery. This will involve liaison, design, quantifying, commissioning and procurement. 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.
3. The post holder will be expected to be able to carry out highway site visits, interrogate the County Council's crash database and undertake feasibility and prioritisation of potential schemes that deliver highway casualty reduction benefits.
4. The role involves working closely with Members and other key stakeholders to identify appropriate traffic schemes and projects that meet the County Council's policies.
5. 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 schemes are handed over and delivered by the Contractor in a safe and compliant manner.
6. The post holder will be responsible for undertaking meaningful and timely consultation on schemes to ensure community/member/officer buy in.
7. The post holder will need to undertake or oversee quality audits to ensure schemes as designed and built are safe and compliant and 'fault free'.
8. Manage associated Traffic Regulation Orders as part of scheme delivery.

9. 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.
10. Manage customer enquiries and ensure timely and high quality responses to Members, the Public, Parish, Town, District and Borough Councils and other third parties.
11. 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.

## Kent County Council

### Person Specification: Schemes Project Manager

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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
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• HND/HNC/BTEC Higher in Civil Engineering or equivalent and/or extensive relevant experience.</li> <li>• Project or Programme Management accreditation (APPM / MSP)</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Good knowledge of national and local design standards, and technical procedures.</li> <li>• Working knowledge of CDM regulations, risk assessments and contract management.</li> <li>• Project and Programme Management experience</li> </ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>• IT literate and willingness to learn and develop new IT skills.</li> <li>• Ability to travel to different locations for work including visits to live sites.</li> <li>• Good communication and verbal / written inter personal skills, with the ability to manage difficult conversations.</li> <li>• Ability to manage and prioritise complex workloads.</li> <li>• Self-motivated and able to influence others to achieve best results with the minimum of supervision.</li> <li>• Good financial management skills.</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Good knowledge of design and construction methods.</li> <li>• Knowledge of asset management principles, whole life costing and Government funding requirements.</li> <li>• A detailed understanding of the use of various computer systems including AutoCAD, Signplot and Microsoft Office programmes.</li> </ul>
<b>KENT VALUES</b>	<p><b>Key values:</b> We work as a whole-council, putting our customers at the heart of everything we do. We champion public service in Kent in our values. Our work is guided by our values, and demonstrates our commitment to serving the people of Kent - they are not just words, they underpin the decisions we take and are critical to how we approach what we do and the way we do it.</p> <ul style="list-style-type: none"> <li>• Be open</li> <li>• Invite contribution and challenge</li> <li>• Be accountable</li> </ul>