



Project Manager – National Bus Strategy (Bus Service Improvement Plan (BSIP))

Salary: Band 12 - £20,314 - £21,999 p.a. (£50,787 - £54,999 FTE)

Hours: 14.8 hours per week (2 days)

Contract: Fixed Term until March 2026

No. of Posts: 1

What is the role?

Reporting to the National Bus Strategy Delivery Manager in the Transport Service. This is a project management role to manage and successfully deliver a number of multi-million pound, high profile major projects.. This will focus on the successful delivery of high value Bus Service Improvement Plan (BSIP) projects by March 2026 with central government funding from DfT of nearly £50m. The role will be working closely with our bus operator partners, officers, contractors and elected members to ensure that the highest standards are achieved within the constraints of time, quality and budget.

This role will:

- Lead in the project management in the BSIP programme - including capital highway schemes, behaviour change, marketing and roadside infrastructure elements;
- Lead relevant technical teams, contractors, consultants and bus operators to develop and deliver the project to the Project Board's specifications, embedding key principles into business as usual programmes
- Liaise with other relevant contracts to ensure that the project interlinks as seamlessly as possible with the existing network
- Maintain all the project documentation including risk logs, project plans and Gateway reports
- This also includes information for Project Boards. **For example:**
 - monthly highlight reports to produce reports and/or presentations related to these projects for a variety of audiences, including major external funders and government departments
 - reporting to project boards as required by recognised project management rules
 - working to recognised Project Management standards - Prince 2 and working within PCC's own Project Management documentation as directed by the PMO
 - directing staff to complete work packages within a project as required
 - being aware of the responsibilities under equal opportunities legislation and PCC policy

- demonstrating an understanding of customer focus, quality and cost-effective services
- providing guidance and helping development of staff in the project team

Who is the person?

In addition to the generic skills, you need to have:

- experience in successfully delivering simultaneous high profile major infrastructure schemes costing over £10m
- successful completion of relevant project management training to PRINCE2 practitioner level or have relevant experience
- experience in successful deliver of large-scale projects
- excellent experience of working with stakeholders, contractors and agencies to enable successful project delivery within time and on budget
- experience of preparing reports and correspondence, using research and information gathering techniques
- knowledge and familiarity of Microsoft Office applications including Microsoft Project is essential.
- good interpersonal / communication skills and being able to deal effectively with members of staff at all levels, elected members, representative groups and the general public.
- proven success of working within strict budgetary controls, including the analysis and interpretation of financial information.
- good analytical and problem-solving skills, with an ability to prioritise workload in order to manage time effectively. This includes being able to work on own initiative and respond positively to pressure.

Additional information:

We would love to meet you for an informal chat so you can get to know us before deciding to apply. If this is something you would be interested in then please contact Paul Walker, National Bus Strategy Delivery Manager, email Jo.Beadsley@portsmouthcc.gov.uk.

General Data Protection Regulation (GDPR)

As part of any recruitment process, Portsmouth City Council collects and processes personal data relating to job applicants. Portsmouth City Council is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations under the General Data Protection Regulations (GDPR).

Completing and sending an application in for a vacancy is your consent for us to process your data for the purpose of recruitment. Your data is not used in any other way and you can withdraw your consent at any point in the recruitment process and we will destroy or delete your information.

For more detailed information on what we collect, how we use, store, delete data and your rights you can access a privacy statement on our Job board.



You will need to demonstrate that you have the Right to Work in the UK. No post will be offered without it.

