



Transport Delivery Project Manager x 2

Salary: Band 10 - £42,838 - £47,181 per annum

Hours: 37 hours per week

Contract: Permanent
Fixed term/secondment for up to 3 years (covering a secondment)

Service: Transport

Purpose of the role

The Transport Delivery Team is looking to recruit expertise in project management to enable delivery of a portfolio of strategic and high-profile projects across the spectrum of its services, including digitisation, active travel, road safety, parking management and future transport solutions such as electric vehicle infrastructure.

Project Managers are sought to own and deliver the total lifecycle of Transport projects to the agreed time, quality and budgets in a way that exceeds expectations and to manage projects that are complex, introduce new technology or new business tools

The Project Manager role will enable effective reporting of the performance of projects to the Project Board, Programme Manager and to the Senior User(s), identifying issues and providing potential solutions.

What is the role?

You will be responsible for:

- The project manager is responsible for the day-to-day management of the project ensuring that the project delivers the required outcomes to time and within budget. Responsibilities include:
 - **Governance** – Implement and follow the approved governance process. Establish a 'drum beat' for project team meetings
 - **Initiation** - Confirm feasibility including budget, resources, timeline etc.
 - **Planning / Scheduling** - Set goals and objectives, define roles and produce a schedule and timeline for tasks
 - **Resources** – Identify, assign and direct project resources
 - **Finance** - Manage the project finance keeping it on track and within budget
 - **Progress** – Monitor and control project activities, track the progress in the project schedule
 - **Risks / Issues** - Identify and manage risks and issues

- **Assurance** - Prepare for and attend project Health Checks and Gateway Reviews
- **Quality** – Use organisation standard tools and templates. Establish robust configuration management for project documentation
- **Scope** – Implement a robust Change Management process. Ensure changes continue to deliver the expected outcomes and benefits
- **Stakeholders** – Manage relationships with stakeholders including internal and external clients, Third Parties, Members etc.
- **Reporting** – Provide accurate and regular reports to the Board and Senior Management / Programme Manager
- **Closure** – Evaluate success, lessons learned etc.

Whilst direct line management will be provided by the Transport Delivery Lead, you will work within an established matrix management approach, with day-to-day reporting into Programme Managers across the Transport service.

Who is the person?

You will:

- Have a good level of education including qualifications in Maths and English.
- Hold PRINCE 2 Practitioner qualification or equivalent qualification or equivalent project management experience

Applicants are expected to have demonstrable experience in the following areas:

- Project and /or Programme Management - lifecycle from brief through to closure, as described in the role details above.
- Presentation and articulation
- Report Writing
- Microsoft Packages
- managing multi-disciplinary consultant teams and procuring contractors
- managing and operating large and complex budgets
- developing productive working partnerships with stakeholders
- community engagement (desirable)
- working closely with senior managers (essential) and Cabinet Members (desirable)
- Expertise in delivering transport projects is desirable, but not essential.

Additional information

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.