

## **Principal Transport Delivery Project Manager**

**Salary:** Band 13 - £60,906 - £68,200 per annum

**Hours:** 37 hours per week

**Contract:** Fixed term for 3 years, subject to extension

### **The Service**

The Transport service are part of the wider Economy, Transport and Planning directorate. We keep the city moving and create greener, healthier and better-connected travel.

The Transport Delivery Team support the delivery of the Transport service, which underpins all transport programmes, ensuring consistent and effective execution in alignment with the Council's vision and transport strategy objectives.

With Portsmouth forecast to have c.40,000 electric vehicles by 2034, the council needs to plan for the city's electric vehicle future. Portsmouth City Council have been allocated £3.682m from Government's Local Electric Vehicle Infrastructure Fund (LEVI) to deliver new charging infrastructure to meet forecast demand.

This role works closely with the Strategic Team Lead to lead the delivery of the EVI programme, whilst supporting the smaller delivery of the Traffic Regulation Order programme. The EVI programme is at a pivotal point of reconciling the closure of Phases 1-3 On-Street Residential Chargepoint Scheme (ORCS), business as usual operations and contract management, whilst moving into a major procurement exercise for the LEVI roll-out. Commercial knowledge is essential, as is an extensive track record of infrastructure delivery.

### **What is the role?**

We work within a matrix management approach to maximise our flexibility and enable cross-service collaboration.

Your role will be to provide project management expertise, provide leadership and management of more junior members of staff and successfully deliver the EVI programme and supporting TRO work programme. The programme ranges from project closure of Phases 1-3 On Street Residential Chargepoint Scheme, moving into business as usual contract management, through to major procurement of the LEVI-funded phase of delivery.

You will be required to provide leadership and / or manage some professional based framework contracts that the Council operates.

Your main duties and responsibilities will be:

**Programme and Project Management:** To project manage major highways and other construction schemes and programmes of schemes supporting the growth and regeneration of Portsmouth. Work to recognised programme and project management standards (Prince 2 and Managing Successful Programmes or equivalent) and to the council's own project management requirements. Direct and monitor staff in the completion of work packages. Manage external consultants (where appropriate) and commercial suppliers, as well as project staff to ensure targets are achieved.

**Line Management:** Ensure staff are given opportunities to develop their career through training leading to high levels of technical competence. Ensure quality control. Day to day staff management including approval of leave, approval of sickness.

**Financial Control:** Prepare estimates, monitor and review project costs to ensure completion within agreed budgets. Achieve required level of quality and ensure value for money. Agree final measures and payments.

**Scheme Implementation:** To provide successful programme and project management throughout the life of a project from implementation through to and including construction. To ensure design and construction works are to programme, within project budget and that risks and benefits are appropriately managed and tracked. Manage the preparation and assessment of tenders and contract documents with support from legal, procurement, financial and technical teams. To appoint and manage contractors. Work closely with the relevant technical teams to develop and deliver projects in accordance with the PID. Produce and maintain accurately the Project Initiation Documents (mandate, business case, programme, risk register, budget etc.)

**Communication:** To represent the team and ultimately City Council at meetings, to assist and carry out consultations on scheme proposals and to advise members as necessary. To liaise with the project client, project team, consultants and the general public. To prepare reports (including regular reports to the Project Board) as required. Liaise with other departments, such as the Highways Maintenance PFI team, to ensure that the project interlinks as seamlessly as possible with the existing highway network. Have strong links with internal and external stakeholders such as external funders and various government departments. Ensure design works and construction of works are to programme and within project budget.

**Training:** To maintain personal technical expertise in new methods and technologies. To encourage other members of the team to pursue personal development through effective supervision and allocation of work.

### **Who is the person?**

You need to be/have:

- Educated to HND or degree standard in a relevant subject.

- An appropriate professional project management qualification (e.g. Prince 2 practitioner level) and membership of an appropriate professional body (e.g. APM) or demonstrated performance over a substantial period at this level.
- Extensive and relevant post graduate experience with demonstrable track record of delivery
- Ability to manage major civil engineering projects from initiation through to successful completion.
- Good experience of contracts such as NEC.
- Ability to lead teams through delegation and management.
- An excellent commercial awareness and proven success of working within strict budgetary controls, including the analysis and interpretation of financial information.
- Good analytical and problem solving skill, 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 workload pressures.
- Good and relevant experience of working with stakeholders, contractors and agencies. Excellent interpersonal, communication and written skills and be able to deal effectively with members of staff at all levels and (at a non-technical level) with councillors and the general public.
- Experience of preparing reports and correspondence, using research and information gathering techniques.
- An awareness of relevant legislation and regulatory framework for environmental issues is desirable.
- Knowledge and familiarity of Microsoft Office applications, ideally including Microsoft Project.

### **Additional Information**

For an informal discussion about the role please contact Bethan Clemence, Transport Delivery Manager via email: [Bethan.Clemence@portsmouthcc.gov.uk](mailto:Bethan.Clemence@portsmouthcc.gov.uk)  
Bethan will respond after 25<sup>th</sup> February 2026 to any requests.

### **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.

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

