JOB DESCRIPTION

**Department:** Highways & Public Protection **Location:** Magdalen House

**Division:** Transportation & Highway Infrastructure **Post No:** 300580

**Section:** Transport Planning & Highway Development

**Team:** Strategic Transport Planning & Investment

**Post:** Project Manager

**Grade:** J

**Responsible to:** Team Leader – Transport Planning

**Responsible for:**

**Job Purpose:**

Support the Team Leader in delivering Strategic Transport Planning and Investment for the Authority. This includes:

1. Manage the delivery of projects within the long-term infrastructure improvement programme to deliver strategic transport policies
2. Coordination of transport infrastructure requirements with other Council strategic investment programmes
3. Contributing to forward planning and infrastructure delivery
4. Preparation of business cases and funding bids
5. Provision of technical services

**To deliver the following outcomes:**

1. Strategic transport policies, strategies and delivery plans that meet national and local priorities
2. Safe, accessible and sustainable transportation infrastructure
3. Supporting the Council’s wider outcomes

**Main Duties and Responsibilities:**

The post holder will contribute to the delivery of a service plan, for their team and T&HI, which will be managed through a performance framework.

The post holder will be required to contribute to the development, implementation and review of the Council’s strategic transport policies and programmes. This includes:

1. Managing the delivery of projects within the strategic investment programme
2. Being accountable for large expenditures from an agreed budget
3. Contributing to the setting and monitoring of budgets and ensuring effective spend of budgeted sums
4. Contributing to the development of an infrastructure delivery programme
5. Procurement and management of technical consultancy contracts
6. Analysis of technical reports and assessment of options
7. Assist the team leader with the direction, co-ordination, training and development of employees within the team

**Outputs Required**

1. **Corporate Outputs**

Support the delivery of the ‘One Council’ approach to service delivery and cross departmental collaboration

Promote effective communication, within the Council and externally.

Support corporate projects and initiatives and collaborate in cross service working.

Help to actively promote the profile of Sefton as a place to live, work and visit.

To contribute to Council Priorities

1. **Divisional Outputs**

As a member of the Team, support the Team Leader to work with Elected Members to develop the strategic direction and priorities of the Council and secure their implementation.

Assist to deliver the Council’s Transportation & Highway Infrastructure outcomes and objectives.

# Linkages

To deliver the outcomes for your role and your team, and to contribute to the delivery of Council outcomes, you will be expected to work with other teams within T&HI, other corporate departments and outside agencies. Some of the critical relationships for your post include:

* Liverpool City Region Combined Authority partners, including partner local authorities, Merseytravel
* Statutory departments and agencies, including Department for Transport, National Highways, Network Rail
* Planning, Regeneration, Green Sefton, Communities and Health and Wellbreing
* Developers and consultants

This does not represent an exhaustive list.

# Organisation Chart

See attached.

# Special Conditions

Attendance at evening meetings of the Council’s Committees and Resident or Interest Group meetings may be a feature of this post.

A casual car user’s allowance is available. The post holder must hold a current driving licence.

**General**

The post holder will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change.

The post holder will be expected to comply, observe and promote the equal opportunities of the Council.

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and it’s grading.

All staff are responsible for the implementation of the Health and Safety Policy so far as it affects them, their colleagues and others who may be affected by their work. The post holder is expected to monitor the effectiveness of the health and safety arrangements and systems to promote appropriate improvements where necessary.

The Authority has an approved equality and diversity policy in employment and copies are freely available to all employees. The post holder will be expected to comply, observe and promote the equality and diversity policies of the Council.

Since confidential information may be involved with the duties of this post, the post holder will be required to exercise discretion at all times and to observe relevant codes of practice and legislation in relation to data protection and personal information.

All staff will undertake, and participate in training, coaching and development activities, as appropriate.

**Note:** Where the post holder is disabled, every effort will be made to support all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job.

**Prepared By**: Andrew Dunsmore

**Designation:** Transport Planning Manager

**Date:** August 2025

**PERSON SPECIFICATION**

**Post:** Project Manager(STP&I) **Post No:** 300580

**Department:** Highways & Public Protection **Division:** Transportation & Highway

Infrastructure

|  |  |  |
| --- | --- | --- |
| Personal Attributes Required  (considerations) | Essential (E)  Or  Desirable (D) | Method of Assessment  (suggested) |
| **QUALIFICATIONS/TRAINING**  Professional Membership Qualification  Business / Project Management Qualification  Degree in appropriate discipline | (D)  (D)  (E) | AF/C |
| **EXPERIENCE**  Experience in the field of project management and infrastructure delivery  Experience of transport appraisal, funding bids, capital scheme business case development  Experience of working within a Local Authority environment and in particular presenting to and dealing with Elected Members.  Experience of being accountable for and accounting for large budgets | (E)  (D)  (D)  (E) | AF/I/T |
| **KNOWLEDGE/SKILLS/APTITUDES**  **Knowledge**    The job requires advanced theoretical, practical and procedural knowledge across the specialist area of project management, infrastructure development and delivery  The job requires detailed knowledge of the associated organisational policies, practices and procedures or an equivalent level of organisational, procedural and policy knowledge. | (E)  (E) | AF/I/T/P |
| **Skills**  The job requires analytical and judgemental or creative and developmental skills to analyse and interpret varied and complex information or situations and to produce solutions or strategies over the long term.  The job involves exercising highly developed advisory, counselling, negotiating or persuasive skills, or advocacy, in order to convince others to adopt courses of action they might not otherwise wish to take and exchanging orally and in writing complex and contentious information with a range of audiences, including non-specialists  The job involves high direct responsibility for physical resources. The work involves adaptation, development or design of a wide and high value range of equipment, land, buildings, other construction works or equivalent.  The job involves limited contact with, or work for, people, which through their circumstances or behaviour occasionally place emotional demands on the job holder.  The job involves considerable direct impact on the well being of individual, or groups of, people, through implementing regulations which have a direct impact on the, health, safety or well-being of people.  The job involves some direct responsibility for the supervision, direction, co-ordination or training/ development of other employees. It regularly involves advising, instructing, checking work or training other employees.  The work requires dexterity, co-ordination or sensory skills, where there is some demand for precision in the use of these skills.  The job requires the following leadership abilities:   * Manage change positively and to deliver successful outcomes. * Plan strategically and operationally. * Lead people and performance improvement. * Work corporately within a ‘One Council’ approach as well as collaboratively with partners. * Communicate effectively. * Develop self and others. * Maintain personal resilience. | (E)  (E)  (E)  (E)  (E)  (E)  (E)  (E) | AF/I/T/P |
| **Aptitudes**  The job involves working within broad practice or guidelines. The work involves using discretion and initiative over a broad area of activity, with little access to more senior officers. The job is subject to managerial direction.  The job requires general awareness and sensory attention with lengthy periods of concentrated mental attention.  The post holder will be required to demonstrate the ability to perform at the following levels for core competencies: Levels 1 to 2 | (E)  (E) |  |
| **SPECIAL REQUIREMENTS**  The post holder will be expected to attend meetings outside of normal working hours  The post holder will be required to participate in the emergency plan  The job involves minimal exposure to potentially disagreeable and unpleasant people related behaviour. | (E)  (E)  (E) |  |

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| Prepared by: Andrew Dunsmore | AF | = Application Form |
|  | C | = Certificate |
|  | I | = Interview |
| Date: March 2024 | T | = Test |
|  | P | = Presentation |