Job Profile

Traffic Engineering Project Manager

Career Grade: 9 to 10 **Date created: August 2023**

JE ID: 40029 (Grade 9) 40030 (Grade 10)

About the Job: Project manage traffic engineering and road safety schemes as an intelligent client and key decisionmaker, throughout their lifecycle including managing programmes, budgets, risk and resources.

This is what we need you to do...

At Grade 9

- Act as the key intelligent client and decision maker with regards to traffic engineering schemes (schemes up to £2M) being undertaken by the County.
- Report to the Programme Manager.
- Project manage schemes to be undertaken by the in-house GCC Traffic Engineering team.
- Commission and where required project manage schemes undertaken by other in-house teams or the external consultant.
- Ensure that projects are running to budget and programme.
- Keep up to date with legislation and national guidance as well as industry best practice with regards to all aspects of traffic engineering and road safety.
- Demonstrate high levels of diplomacy and mediation in communication with stakeholders and interested parties when dealing with potentially highly sensitive and contentious issues.
- Demonstrate the capability and influencing skills to resolve challenging situations, using independent interpretation to implement guidelines.
- Carry out qualitative and quantitative risk management of projects.
- Organise and manage internal consultations and ensure that issues are resolved with stakeholders.
- Prepare routine and bespoke reports as required for the Programme Board, Commissioning Board, Corporate Management Team, and Cabinet
- Using highway design knowledge and experience, work with internal GCC teams and external clients and stakeholders (including other councils or other organisations) to develop schemes from inception and progress to further stages as required.

We want to be an employer of choice, attracting and retaining excellent people to work for us, so that we can best serve all of Gloucestershire's diverse communities. Our promise to you is that we will provide an inclusive and supportive working environment that enables you to bring your whole self to work and realise your full potential.

- Provide support to the Programme Manager responding to Members, parish and town councillors and members of the public with regard to the development of major works schemes.
- Promote road safety and sustainable transport in projects including innovative solutions.
- Manage and monitor budgets and programme, ensuring reporting is undertaken in a timely and accurate manner.
- Take on the role of Client in accordance with the CDM regulations 2015.

At Grade 10

- Assist contractors and consultants with early feasibility and scheme design principals in order to guide final scheme designs; working closely with Transport Planning and other Council officers to develop initial scheme designs to meet County objectives.
- Take the lead organising and managing external public pre-engagements and consultations.
- Investigate and apply for the funding of projects in collaboration with internal GCC teams and external organisations.
- Oversee the development and implementation of DfT-based Full Business Case documents.
- Be responsible for overseeing and assisting with the procurement of highway/traffic engineering works schemes following current procurement guidelines and NEC4 contractual arrangements.

Special Conditions

- The post holder will be required to travel throughout the county, as and when required, and must hold a full, valid driving licence.
- You are expected to undertake out of hour's duties, as and when required.

Monitoring and ongoing development of outcomes

As part of the annual appraisal, outcome based targets will be developed in conjunction with the post holder and will supplement this job profile. The job profile will be subject to regular review and the Council reserves its right to amend or add to the accountabilities listed above.

The ideal candidate will have...

Experience at Grade 9

- Experience in highway engineering.
- Designing highway improvement works

Additional Experience at Grade 10

- Project managing highway projects.
- Applying the CDM Regulations 2015.
- Applying for the funding of projects.
- The development and implementation of DfT-based Full Business Case documents.

Knowledge, Skills and Understanding
At Grade 9

- A thorough working knowledge of the highway construction and design standards.
- The ability to plan, budget and programme tasks and work unsupervised and develop and implement new systems.
- Knowledge of the CDM Regulations 2015.

Additional Knowledge, Skills and Understanding
At Grade 10

- A working knowledge of project management processes for highway engineering projects
- A thorough working knowledge of engineering contract arrangements including NEC4
- A thorough working knowledge of highway design and specifications in accordance with the DMRB, MCDHW etc.
- Working knowledge of the development of business cases and applying for funding.

Behavioural attributes

- Aligns with Gloucestershire Employee Values and behaviours which are available on our website
- Our values are Accountability, Integrity, Empowerment, Respect and Excellence
- Demonstrates strong communication including negotiation skills and managing expectation.
- Recognises political context.
- Takes ownership of own work area and the development of others.
- Thinks laterally, proposes and is open to innovative solutions to problems.
- Places a high priority on road safety and sustainability.

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Education & Qualifications
Essential
At Grade 9

- HND in Civil Engineering or higher.
- MEng, BEng or equivalent degree in Civil Engineering or similar degree subject.

At Grade 10

- Project Management qualification with APR or Prince2 or equivalent.
- Working towards Chartered Project Professional with APR or equivalent.