

Job Profile

Assistant Project Manager

Career Grade: 7 to 8

Date created: January 2026

JE ID: 40128 (Grade 7) 40129 (Grade 8)

About the Job: The post-holder will support for assisting with the development and implementation of engineering projects through their lifecycle from initiation to business as usual. The projects shall be focused on highway improvements of various types and focused on positive outcomes regarding but not limited to road safety, sustainability including active travel and public transport, improving accessibility, reducing carbon footprint, innovation, and value for money.

This is what we need you to do...

At Grade 7

- Report to the Programme Manager.
- Commission and where required assist in the management of schemes undertaken by other in-house teams or the external consultant.
- Keep up to date with legislation and national guidance as well as industry best practice with regards to all aspects of traffic engineering, road safety and project management.
- Demonstrate awareness of diplomacy and tact required 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.

- Assist in carrying out qualitative and quantitative risk management of projects.
- Assist in organising internal consultations and ensure that issues are resolved with stakeholders.
- Assist with the preparation of routine and bespoke reports as required for the Programme Board, Commissioning Board, Corporate Management Team, and Cabinet
- Assist with the provision of advice to the Transport Planning Team and other officers or organisations working in partnership with the Council to develop projects.
- Support the Project Manager in responding to Members, parish and town councillors and members of the public with regard to the development of major works schemes.
- Responsible for managing key project data systems such as Confirm, CEMAR, and SAP, ensuring timely updates, accurate interfacing between systems, and reliable information to support forecasting and programme reporting.

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.

- Promote road safety and sustainable transport in projects including innovative solutions.
- Assist with the management, monitoring and reporting of budgets and programme.
- Assist the Project Manager in taking on the role of Client in accordance with the CDM regulations 2015.

Additionally at Grade 8

- Assist with organising and managing external public pre-engagements and consultations.
- Assist with the investigation and application for the funding of projects.
- Assist with overseeing of the development and implementation of Business Case documents.
- Support in overseeing and assisting with the procurement of highway/traffic engineering works schemes following current procurement guidelines and NEC4 contractual arrangements.
- Support the Project Manager with assisting 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.

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.

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.

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The ideal candidate will have...

Experience at Grade 7

- Supporting project delivery, reporting, or administration
- Exposure to highways, construction, local authority, or engineering environments
- Experience in monitoring costs, preparing reports, and tracking actions
- Experience in coordinating stakeholders
- Experience of working within a Highways design team or highway improvement works.

Or

- Graduate qualification, degree level or higher.

Additional Experience at Grade 8

- Assisting in the application of the CDM Regulations 2015.
- Assisting in applying for the funding of projects.
- Involvement in the development and implementation of Projects.

Knowledge, Skills and Understanding

At Grade 7

- The ability to plan, budget and programme tasks.
- Good organisational and multitasking skills.
- Ability to interpret/understand technical drawings, plans and engineering documents.
- Ability to understand project risk and programmes.
- Analytical skills and attention to detail.

- Ability to work to deadlines and manage competing priorities.
- Knowledge of the highway construction and design standards.

Additional Knowledge, Skills and Understanding

At Grade 8

A working knowledge of assisting in the management of processes for highway engineering projects including:

- A knowledge of engineering contract arrangements.
- A knowledge of highway specifications
- A 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

At Grade 7

- Graduate entry level: Degree in Civil Engineering or higher or other relevant degree with no experience.
- OR
- HND or higher in Civil Engineering or other relevant subject with suitable experience.
- Other Academic qualifications with significant relevant experience.
- Strong IT skills including Microsoft 365, Teams, Excel, SharePoint, and project management software (e.g., MS Project)
- Evidence of organisational and administrative competence
- Understanding of basic project management principles (scope, cost, programme, risk, communications)

Additionally at Grade 8

- Accredited qualification at foundation level or higher in Project Management.

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