

Capital Schemes Project Manager (Highways)

Transport, Drainage and Compliance, Infrastructure and Delivery
Wokingham Borough Council

Salary: Grade 10 - £42,806 - £47,579 p.a. plus relocation package
Full Time Permanent

Wokingham is a highly desirable place to live and work. Our vision for the borough is to create 'a better place to do business' – maximising on the opportunities our superb Thames Valley location provides.

Following a major cross council transformation programme, our Infrastructure and Delivery Service has recently been restructured and is positioned to drive forward residential development and a significant infrastructure delivery programme. This includes multi million-pound schemes, incorporating three relief roads, two distributor roads, along with several crossings of the railway network and strategic road network.

About the role

The outsourcing of some major schemes and staff to an external provider has created an exciting need and opportunity to help build and shape the new in-house services. As the Council will be entering a new operating model, it will be necessary to confirm that everything the local authority should be doing within transport, drainage and compliance is known and being undertaken. It is also crucial that the Capital Scheme programme, with a projected spend of £100 million over the next 10 years, is fully identified and progressed.

In this senior position, you will play a key role in ensuring the efficient delivery of Capital Schemes and the management of professional highway engineers and project managers throughout projects.

This is an ideal time for you to join us. In this diverse and evolving role, you will be responsible for the production of detailed design work, as well as the supervision of external highways designer contractors when required. You will be expected to maintain project plans, produce written project progress reports, manage the relevant highways design budgets to ensure best value and deliver a high quality, sustainable transport network in line with the council's vision.

About You

As the successful applicant, you will have a background in civil engineering and a proven track record in project management. This will come with CAD skills and a good working knowledge of CDM and Microsoft Project. Previous experience of the sustainable transport agenda, both in terms of project management and land use planning, would be ideal.

About us

At Wokingham, we take great pride in the work we do.

Our transformational projects not only aim to ensure our borough's continued economic success and build towards an exciting future, but preserve the environment and nature that are such a huge part of our identity.

We're an extremely ambitious service and are determined to set new standards in service delivery, ensuring that we have a positive impact on the quality of life and safety of our residents and communities.

As a service, we are focused on delivering a viable infrastructure of the highest possible design and quality to support new developments.

We are committed to working collaboratively and endorse a coaching style of management in which everyone can thrive and succeed. You will find this is a fantastic place to work and to develop your career. You will enjoy the friendly open and supportive culture, as well as benefit from family friendly policies including flexible hours, generous leave entitlement, as well as the ability to work from home on a regular basis.

If you relish the chance to be part of an outcome-focused team where plans quickly become realised, then Wokingham is the place for you.

Application process

We wish to make the application process as straightforward as possible and we just ask that you complete our online application form providing further information against just a couple of specific questions. You are also welcome to attach your CV to further support your application.

For informal enquiries, please contact Eleanor Clarke or Sue Wait at Jobsgopublic SmartSearch, our retained consultants, on 020 7427 8255 or email eleanor.clarke@jobsgopublic.com.

Please note, if you haven't completed your application through the official SmartSearch channel your application unfortunately we will not be able to process your application.

Filter questions for the online application system

(It is important that you approve these filter questions and that they are essential criteria as Candidates who answer NO as a response will not be able to proceed with their application.)

1. Do you have a relevant degree or equivalent experience? **Yes/No**
2. Do you have CAD skills and a good working knowledge of CDM and Microsoft Project? **Yes/No**

Application questions

(These aim to ensure we gather sufficient information on if they have the required qualifications and experience)

1. Please outline your relevant experience in construction/highways design. (Max 300 words)
2. Please outline your experience of the project management of complex construction schemes (Major and Minor). Please make reference to the size and scope of projects you were responsible for. (Max 300 words)

Competencies to be assessed at telephone interview

(These aim to ensure that we are assessing candidates against the most critical competencies)

1. Technical: Notes for assessor – looking for relevant degree e.g. engineering/HND in structural Engineering. Ideally chartered ICE or IHE but this is not essential. Can be from the Public or Private Sector. Needs extensive experience in construction/highways design – will be required to produce

detailed design work themselves, as well as manage external contractors in theirs. Must have CAD skills and a good working knowledge of CDM and Microsoft Project, with preferably experience of the sustainable transport agenda both in terms of project management and land use planning.

2. Technical: Notes for assessor – must be experienced in tendering and contract management, including NEC3 (The NEC is a formalised system created by the Institution of Civil Engineers that guides the drafting of documents on civil engineering and construction projects for the purpose of obtaining tenders, awarding and administering contracts).

3. Technical: Notes for assessor – must be experienced Project Manager, ideally with relevant project management qualification(s) e.g. Prince 2. Should be able to demonstrate how they have project managed multi and complex construction/highways projects (Major and Minor Schemes). Will need experience of maintaining project plans, producing written reports, managing budgets and ensuring best value.

4. Partnership Working and Communication: Notes for assessor – must have effective partnership working/networking skills and ability to work effectively with a range of stakeholders – internal and external. Will need good negotiating/influencing skills and good written and verbal skills.

5. Effective Team Management and Collaboration: Notes for assessor: Ability to manage people and performance – including external consultants. Looking for somebody who will work collaboratively, can get the best out of people and is outcome focused.