

Role Profile

Part A - Grade & Structure Information

Job Family Code	11RT	Role Title	Engineering Project Manager
Grade	PS11	Reports to (role title)	Senior Engineering Project Manager
		Directorate	Environment and Infrastructure
JE Band	439-518	Service	Highways and Transport Service - Local Highway Services Group
		Team	Highway Design & Delivery Team
		Date Role Profile created	Jun-17

Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis.

Role Purpose including key outputs	<p>The Engineering Project Manager will provide effective leadership, direction, project and contract management to a multi-disciplinary professional project team, to ensure the effective delivery of major Engineering Projects throughout the end to end process, through the external supply chain or through specified procured contracts, including NEC & TPC. The postholder will act as the Client representative / Engineer for the Works / Contract Manager under various forms of Engineering contracts to ensure projects are designed, programmed, procured and delivered to contract best practice standards and lowest achievable cost. They will also manage and mitigate risk and ensure all contract and legal obligations are met, including the CDM legislation.</p> <p>The postholder, using their extensive civil engineering experience in delivering highway, traffic, sustainable transport and major projects, will be responsible for providing professional advice to Clients and stakeholders to manage expectations and opportunities and ensuring there is an up to date communication and stakeholder plan in place for the construction phase.</p>
Work Context	<p>The Highways and Transport Service is responsible for ensuring the effective management, maintenance and improvement of all highway and transport assets. These are the most valuable assets managed by Surrey County Council and are critical to the economic growth of the County. As such the service manages significant financial health and safety, and reputational risks.</p> <p>The Engineering Project Manager will be part of the team of professional designers, project managers and technical staff in the Local Highway Service's Highway Design and Delivery Team, which has two functions; a contract and project management team providing project and contract administration and ensuring schemes are built in accordance with the contract, to time, quality, and budget; and a Design team that develop feasibility, outline and detailed design solutions. The postholder will be required to attend meeting and site visits at locations across the County as part of their role.</p>
Line management responsibility if applicable	<p>The postholder may have direct line management of assistant project managers and site Engineers that are seconded to them (in a project matrix environment) as part of an Engineering project. They will also have management responsibility for a virtual team of internal and external staff throughout the life of a project.</p>
Budget responsibility if applicable	<p>Indirect management (as Project Manager on behalf of budget holders (internal and external) for the individual design and delivery of major projects valued between approximately £1m to £15m.</p>

<p>Representative Accountabilities Typical accountabilities in roles at this level in this job family</p>	<p>Planning & Organising</p> <ul style="list-style-type: none"> • Direct, manage and monitor the operation of an efficient and effective service ensuring the work of the team supports service objectives and that necessary resources are secured. • Lead major projects and reviews within a defined area of work to optimise and enhance service delivery. <p>Policy & Compliance</p> <ul style="list-style-type: none"> • Ensure legal, regulatory and policy compliance of relevant schemes/ initiatives. • Contribute to and where appropriate lead the development of practical strategies, works programmes and service improvement in own area of specialism and monitor and control their implementation to manage and mitigate risks. <p>People and partnerships</p> <ul style="list-style-type: none"> • Directly or matrix manage a diverse group of staff to ensure the successful delivery of a service. • Monitor and support the performance management and development of team members using a coaching approach, to support individual development and ensure that individual contributions are maximised. • Work with managers, service representatives and partners to identify and apply cost effective means of delivering improvements to business processes and strategies. <p>Resources</p> <ul style="list-style-type: none"> • Review the operations of the teams to identify improvements in systems, processes, procedures and working methods, and propose changes to secure greater efficiency and compliance. • Monitor, analyse and manage delegated budgets, funding and resources in accordance with council policies and procedures. <p>Analysis, Reporting & Documentation</p> <ul style="list-style-type: none"> • Analyse, interpret and evaluate relevant data applying judgment and technical expertise to identify risk, support the resolution of issues and support decision making. • Through management and supervision ensure that appropriate record keeping is kept and risks and issues are identified and actions taken. <p>Duties for all Values: To uphold the values and behaviours of the organisation. Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity. Health, Safety & Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others.</p>
<p>Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics</p>	<ul style="list-style-type: none"> • Degree/ HNC or equivalent, or substantial relevant experience in a relevant subject. • May be required legislatively to maintain a professional qualification or competency. • Substantial practical or professional experience and understanding of a specialist area or supporting service teams and/or providing support to the public. • Excellent understanding of subject matter, principles and practices relevant to technical area. • Proven ability to apply project management principles and techniques to a wide range of complex projects or programmes. • Extensive knowledge of principles, practices, and procedures relating to business planning and financial management • Ability to collate, monitor and interpret a range of data. • Proven ability to establish and maintain highly effective working relationships with a range of stakeholders. • Comprehensive knowledge of computerised business systems • Proven written and oral communication with the ability to influence and work in collaboration with others. • Excellent management skills with proven experience motivating, coaching, mentoring and developing staff. • Ability to understand, meet and exceed customer expectations. • Proven problem solving skills with the capacity to devise and implement innovative solutions.

<p>Details of the specific qualifications and/or experience if required for the role in line with the above description</p>	<p>HNC/HND engineering qualification and substantial post qualification experience in managing the design and delivery of a wide range of highway schemes and major Civil Engineering projects.</p> <p>Full Membership of a relevant profession institution (e.g. ICE, IHE, CIHT etc.) and professionally qualified to at least Eng. Tech with a desire to progress and gain the I.Eng or C.Eng professional qualification.</p> <p>Evidence of ongoing personal and professional development.</p> <p>An extensive working knowledge of the range and relevant principles, practices and procedures in Highway Engineering construction, including materials, techniques, specifications and standards).</p> <p>Proven ability to procure, project manage and deliver technically complex programmes of work to agreed outcomes and objectives.</p> <p>Experience and knowledge of contract & project management of highway contracts (including NEC and TPC) specifications, method of measurement, item coverage and pricing schedules relating to highway projects and schemes.</p> <p>Experience of administrating strategic partnership contracts and delivering large complex engineering schemes with multiple parties, including the ability to assess risk and benefits in a complex environment and respond appropriately.</p> <p>Full understanding of CDM regulations and proven experience in ensuring all parties obligations are met.</p> <p>A full valid UK driving licence</p>
<p>Role Summary</p>	<p>Roles at this level typically have significant management responsibility either for a large team or coordinating sub functions within a service, and/or will provide professional, specialist or high level technical advice, direction and input across a wide range of activities. They require a conceptual understanding of a technical, professional or specialised field, and job holders require the knowledge and experience to handle and resolve complex issues, anticipate problems and recommend solutions. There will be a requirement to plan and organise own and/or team activity over a significant time scale and coordinate work with associated functions. They will typically be required to influence/motivate others both inside and outside immediate reporting lines, including external stakeholders, and have a primary role in setting service levels. They ensure that their services achieve the agreed financial and service standards, and will have professional autonomy and discretion within operational policies and practice guidance.</p>