

Post Specification

Post Specification - Key Information

- **Post Title:** Project Lead – Bridges and Structures
- **Date:** November 2024
- **Post Group Number:** 7210
- **Job Family:** Organisational Support
- **Job Family Role Profile:** OS15
- **Final Grade:** 15

To be read in conjunction with the job family role profile.

Service Area Description

Sustainable Transport and Highways, within the Bridges and Structures Team, who are responsible for the maintenance and stewardship of bridges, retaining walls, sea walls, culverts and cattle grids within Westmorland and Furness.

Purpose of this Post

- Lead the development and delivery of important projects within the Capital Programme and Bridges and Structures Team
- Manage high performing project teams across any or all stages of project life cycle
- Undertake the procurement and management of significant contracts or multiple smaller contracts at any or all project life-cycle stages from initial feasibility to completion and handover
- Actively develop and mentor team members
- Manage the activities of both internal colleagues and external suppliers as required to ensure project delivery

Key Job Specific Accountabilities

- Pro-actively manage project delivery to high quality standards on time and within agreed budgets. Adopting an open and balanced approach to active risk management and escalation.
- Ensure compliance with all relevant statutory requirements, financial controls, standing orders, procurement procedures, contract requirements and grant conditions.
- Ensure all projects are delivered in line with W&FC programme management requirements and industry best practice.

- Actively participate in the continuous improvements and development of increased efficiency by pro-actively sharing project management expertise and promoting a culture of high-quality project delivery.
- Undertake and manage engagement activities across a wide diversity of internal and external stakeholders including residents, elected members, council officers, partner agencies, local businesses, and central government.

Key Facts and Figures of the Post

Budget Responsibilities:

- Projects with a value up to £10m per annum

Staff Management Responsibilities:

- Lead internal project teams and external staff working under contract to the Council

Other:

- The post-holder must be equally confident at all project stages from inception to completion or be committed to their own development to enable this confidence to be built

Essential Criteria

Qualifications:

- Relevant degree or equivalent in related professional discipline

Knowledge:

- Knowledge of EU procurement rules and local authority procurement processes
- Knowledge of Environment Agency consenting processes
- Knowledge of Listed Building consenting processes
- Knowledge of the requirements of the Construction Design and Management Regulations

Experience:

- Experience of managing public facing projects and programmes subject to interest by local communities and the media
- Experience in managing medium value contracts including contracts for one or more of the following design services, technical services, or capital works
- Experience of working in a commercial environment and commitment to the delivery of value for money public services

Expertise:

- Project, programme and risk management skills across all stages of project/programme lifecycle
- Prioritisation, motivation and influencing others

Disclosure and Barring Service (DBS) Checks

- This post does not require a DBS check.

Job Working Circumstances

- **Emotional Demands:** Minimum exposure

- **Physical Demands:** Normal effort required
- **Working Conditions:** Exposure to weather on site visits, occasionally in intense conditions

Other Factors:

- *Requirement to travel throughout Westmorland and Furness to view prospective projects and to meet with designers, contractors and third parties*