

JOB DESCRIPTION

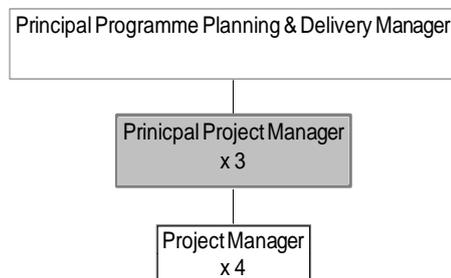
Principal Project Manager

Reports to:	Principal Programme Planning & Delivery Manager	
Department/Location:	Projects Team / Public Transport	
Salary:	£37,363 - £47,329 per annum	Grade: 10
Closing Date:	9am on Monday 19 February 2018	
Interview Date:	Wednesday 28 February 2018	

Job Purpose

Manage and co-ordinate specific and sizeable elements of south Yorkshire Passenger Transport Executive's (SYPTe) capital and other programmes, leading the successful delivery of various large and complex projects from inception to completion, and overseeing the successful delivery of less complex projects.

Organisational Chart



Dimensions

Context: Responsible for the co-ordination and delivery of specific and sizeable elements of SYPTE's delivery programme, through the management of specific clusters of small/medium/large scale projects within the capital programme. Individual responsibility of projects will range from £1m to £25m in value and will consist of multiple and complicated partnerships and/or funding sources.

Typically, the postholder will be responsible for upto 5 projects, excluding "Major" schemes at any one time.

Staff: Supervision of project management team, with line management responsibility for one Project Manager.

Budget: In 2017/18 the Capital Programme comprises £17.5M

General Responsibilities

- SYPTE's aim is to provide the best Public Transport system possible. The objective is the pursuit of excellence in meeting the needs of all potential passengers.
- SYPTE is fully committed to the active promotion of equal opportunities in its capacity as an employer. It is the individual responsibility of every employee to seek to ensure the practical application of this policy.
- Under the Health and Safety at Work Act, all employees are required both to take care of their own health and safety and that of other employees and to co-operate with their employers in complying with their statutory duties.
- All Line Managers must ensure that SYPTE's Health and Safety Policy is implemented effectively along with ensuring safe working practices and conditions are in place within the areas under their control.

SYPTE and its Managers are fully committed to the learning and development of employees.

Responsibilities/Key Accountabilities

1. Manage and continuously monitor significant and specific elements of the Executive's overall delivery programme to ensure satisfactory progress and consistent delivery of projects aligned to the agreed funding, output and timescales for each project's completion.
2. Manage specific large-scale projects or programmes to deliver their funding, agreed targets, securing and appointing the Project Team (principally through significant tendering processes), delivering the economic and financial evaluation

and complying with all standing orders relevant legislation and other statutory processes.

3. Manage the programme area within your responsibility and co-ordinate the projects and project-related tasks completed by the Project Managers and Work Package Leaders, providing support and assistance where necessary to ensure satisfactory progress and consistent and timely delivery of all such projects and tasks to budget.
4. Assist in the management of the overall capital and other programme and ensure resource deployment to best meet the delivery of SCR and SYPTTE goals.
5. Build, maintain and develop positive internal and external relationships with funding agencies, partners, consultants and districts to assist the delivery of current and future projects and the wider capital and other programmes.
6. Manage both framework consultants' work programmes and the monitoring of the outputs of Project Teams, in relation to all directly controlled projects, ensuring agreed responsibilities delegated to Project Team members are continuously achieved to time, budget and required standards.
7. Undertake and manage effective consultation processes in relation to all directly controlled projects, ensuring successful and timely consultation throughout the life-cycle of each individual project.
8. Lead and guide negotiations with external bodies (private and public) to form partnerships, agree commercial deals, secure funding arrangements and/or legal agreements necessary to deliver projects.
9. Co-ordinate, monitor, control and report on the delivery of the wider capital and other programmes in order to ensure delivery of the annual programme and SCR and SYPTTE targets.
10. Represent the Executive at Public inquiries/Compulsory Purchase Order hearing and similar in order to overcome barriers to successful project delivery.
11. Undertake any other duties commensurate with the post as directed by the Principal Programme Planning & Delivery Manager.

Planning and Organisation:

- Within the element of the capital programme allocated, the Principal Project Manager is fully responsible for the management of his/her workload and the Project Managers and Project Teams reporting to them.
- The majority of the workload consists of projects delegated by the Principal Programme Planning & Delivery Manager and/or opportunities generated from the Principal Project Manager's own activities.
- Deadlines vary from ad hoc to urgent items (timescales measured in hours) to the planning of projects up to 10 years in advance.
- Oversee the production and also produce and maintain reports and reporting processes to inform internal and external partners of the team and carry out this activity on both a routine and ad hoc basis.
- Pro-actively analyse and act on new and changing requirements, including new funding opportunities and legislation.
- Arrange, organise and attend internal and external meetings as necessary both during and outside normal office hours, both individual projects and at a partnership level.
- Contribute to team working within the Transport Integration Department and liaise with others to improve cross-functional efficiency.

Decision Making and Use of Judgement

- Use and interpret information from the SCR CA/Executive Board/Management Board, Senior Managers and external sources on partnerships, to prioritise and allocate staff and financial resources effectively to meet joint priorities.
- The Principal Project Manager uses information from the Principal Programme Planning & Delivery Manager / Project Teams/ Finance Department/ Internal and External bodies to prioritise work within programmes and to ensure that projects deliver their agreed targets.
- The Principal Project Manager should guide and influence decisions taken by the Project Teams he/she leads and will allocate resources between projects to balance priorities. Further guidance is sought from the Principal Programme Planning & Delivery Manager when required.
- The Principal Project Manager is directly responsible for most of the decisions made regarding the element of the capital programme they are responsible for. Guidelines exist with regards to Standing Orders, procurement regulations and Health & Safety Legislation and the Principal Project Manager is responsible for briefing, interpreting and ensuring compliance by Project Managers and Project Team members. A Development Manual is also available to assist the decision making process, and shared responsibility exists to develop, refine and keep the Manual up to date.
- Actively lead and participate in organisational decision making through

membership of informal and formal groups, committees and project teams.

Essential Internal and External Relationships

Ensure that the projects are delivered to target by:

- i) Forming, developing and maintaining relationships with Partnerships, Operators/Districts/Funding Bodies etc.
- ii) Managing multi discipline Project Teams including in-house staff, Partnerships and Professional Advisors and contractors.
- iii) Develop and maintain effective relationships with all internal clients and Departments.
- iv) Actively managing and dealing with the General Public.

Person Specification – essential (E) & desirable (D) (How identified – application form (A) & interview (I))

Knowledge	E/D	A/I
Civil, Highways or Transportation Engineering, IT or Technology or Project Management based degree or equivalent	E	A
An understanding and ability to interpret SCR's and SYPTe's transport policies and wider Government Plans	E	I
Good knowledge of relevant legislation, guidance and its interpretation and application	E	A/I

Skills	E/D	A/I
Administration skills – <i>Prioritises and co-ordinates activities</i>	E	I
Analytical and numeric skills – <i>Interprets data to reach conclusions</i>	E	I
Computer literacy skills – <i>Uses computer technology to support performance</i>	E	A
Financial and commercial awareness – <i>Makes inform decisions to maximise financial + commercial benefits</i>	E	I
Literacy skills – <i>Presents written information persuasively to sustain an argument</i>	E	A/I
Managerial skills – <i>Facilitates the work of a broad team</i>	E	A/I
Project management skills – <i>Ensures projects are delivered within scheduled commitments</i>	E	A

Behavioural Competencies	E/D	A/I
<u>Living our Values:</u>		
Customer & Stakeholder Driven – <i>Works to exceed expectations</i>	E	A/I
Team Working – <i>Encourages and supports others</i>	E	I
Integrity & Respect – <i>Stands up for what is right even when it is difficult to do so</i>	E	I
Achieving & Challenging – <i>Challenges assumptions, set practices and encourages change</i>	E	I
<u>Leading our People:</u>		
Engaging the Team – <i>Builds a successful team</i>	E	A/I
Delegation and Empowerment – <i>Devolves accountability</i>	E	I
Managing performance – <i>Monitors adherence to standards of performance</i>	E	I
<u>Delivering With & Through Others:</u>		
Building & Managing Relationships – <i>manages key relationships</i>	E	A/I
Influencing & Persuasion – <i>Builds engagement</i>	E	I
Flexible & Adaptable – <i>Adapts tactics or approaches</i>	E	I
<u>Delivering Our Objectives:</u>		
Embracing Change – <i>Embeds change for organisational success</i>	E	I
Developing Self & Others – <i>Provides long term opportunities</i>	E	I
Research with External Focus – <i>Commissions/carries out research</i>	E	A/I
<u>Determining Our Agenda:</u>		
Initiative – <i>Takes action to release service improvements in the short term</i>	E	I
Strategic Focus & Critical Reflection – <i>Steps back to understand issues</i>	E	I
Decision Making – <i>Evaluates solutions using a holistic, risk based approach</i>	E	I

Experience	E/D	A/I
Proven experience of managing significant transportation or other projects and Project Teams	E	A/I
Previous experience of managing risk within a project management environment	D	A/I
Previous experience of supervising Project Teams	E	I

Post Holder	Line Manager
Agreed by:	Agreed by:
Signature:	Signature:
Date:	Date: