

JOB DESCRIPTION

Job Title	Transport Project Manager
Salary:	c.£65,000 per annum depending on qualifications / experience
Deadline for applications:	Monday 5 February (12pm)
Interview date:	Wednesday 14 February

Role Purpose:

The Transport Project Manager will manage a portfolio of transport-related projects for the Corporation. The role will involve working with the wider EDC team and external partners to identify transport and associated constraints in order to facilitate the design and implementation of solutions. They will manage projects from inception through to completion, ensuring best practice in project management approaches and implementation throughout. The role will provide advice to colleagues on transport-related strategies, and information, analysis and commentary to inform decisions made by the Infrastructure and Enabling Works Directorate, EDC Directors, the Board and our sponsor Department (Department of Levelling Up, Housing & Communities).

Reporting Arrangements:

The post-holder will report to the Head of Infrastructure: Utilities and Transport.

Contract Type and Working Pattern:

Permanent, Full Time

Applications:

To apply please first read the Candidate Pack on the Corporation's website that sets out the requirements for applications. Applications - comprising a CV and cover letter setting out clearly how you meet the essential criteria for the role - should be sent to ebbsfleetrecruitment@ebbsfleetdc.org.uk by the closing date.

Main Accountabilities and Responsibilities:

The post holder will be required to:

- Manage the design, implementation, monitoring, and reporting of a portfolio of transport-related projects being delivered on behalf of the Corporation.
- Develop and maintain effective relationships with external infrastructure and transport bodies, including Kent County Council, National Highways, Network Rail, HS1 and Southeastern Railways in order to identify any challenges or constraints to delivery of the vision for development at Ebbsfleet and to design and implement appropriate solutions.
- Project manage the delivery of complex transport-related projects from inception to completion, ensuring that all projects are delivered on time, within budget and to the agreed specification.

- Commission consultants to undertake studies / design and delivery of projects including co-ordinating the input of subject matter experts.
- Support in the preparation for business cases relating to public sector investment.
- Ensure full compliance with Corporation project control systems and processes and providing to the infrastructure team and the relevant project boards early warning of issues to the project or programme.
- Project reporting on progress, finances, challenges, and risk management, giving oversight on the overall successful delivery for all transport related projects.
- Ensure compliance with legislation relevant to specific projects. This includes the latest Construction Design and Management Regulations, as well as highways and transportation regulatory requirements and guidelines.
- Work closely with the Finance Team to ensure that all financial aspects of the project lifecycle comply with EDC's financial framework, and all financial reporting requirements are complied with in a timely manner.
- Present reports to the Infrastructure and Enabling Works Directorate, Project Boards, EDC Investment Panel, Board, and to Government as required.
- Manage small teams of project-specific consultants and stakeholders to ensure all projects are designed to standard and constructed to the agreed programme, within budget and that all risks are mitigated and managed.
- The post holder should act flexibly and undertake other duties and responsibilities which may be relevant to the purpose of the job in support of wider organisational priorities.

Person Specification

The Essential and Desirable criteria for this role are as follows:

Essential Criteria:

- Candidate is able to demonstrate professional experience in an infrastructure and transport environment.
- Considerable knowledge and extensive experience in the delivery of transport projects.
- Strong project management experience with a proven track record, preferably in relation to the delivery of transport, major projects, and programmes.
- Experience of working within a multi-disciplinary working environment.
- A strong understanding of programme and project delivery, preferably in the public sector.
- Demonstrable experience of project delivery, systems and programme management including health and safety, financial, risk and project management aligned to industry standards.
- Experience in the compilation and management of financial budgets and reporting.
- Experience of developing and maintaining successful relationships with key stakeholders and the management of multi-disciplinary teams, SMEs, consultants and contractors.
- Experience of working with the Department for Transport, Government agencies, local authorities, property developers, house builders, contractors, environmentalists, and communities.

- Excellent communication skills with the ability to engage and influence stakeholders both within government and externally.
- Excellent written and verbal communication skills with the ability to speak with authority on relevant aspects of transport design and delivery.
- Excellent IT skills, particularly in Microsoft Excel, Word, PowerPoint and Project.
- Highly organised with the ability to work to tight deadlines.
- Team player with the ability to work flexibly as part of a small team with demanding targets and successfully manage a varied and complex workload, prioritising accordingly.

Desirable Criteria:

- Knowledge of Ebbsfleet Development Corporation's overall objectives would be an advantage.

Other Information

Contract type: This is a permanent, full-time role.

This post will be based at the Corporation's offices in the Observatory, Castle Hill. It will involve some occasional travel.

The Corporation currently operates a hybrid working arrangement whereby staff mix working from home and the office. Staff are required to work a minimum of 40% of their time from the EDC office.