

# Job Description

This form is used to provide a complete description of the specific job and defines the required skills, knowledge, behaviours, qualifications and experience.

## Section A: Job Profile

The job profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the role and a brief description of the main duties.

### Job Details

Job Title:	Infrastructure Project Manager
Salary:	£38,890 - £41,881
Grade:	12
Hours:	37
Team:	Infrastructure Planning Office
Service Area:	Economy & Growth
Primary Location:	Remote working initially as a result of Covid19 but will be required to travel and work close to allocated project locations across the county. Hot desking locations are available countywide.
Budget responsibility:	Budget monitoring
Responsible to:	Senior Project Manager or Programme Lead
Responsible for:	None

### Job Purpose

This is a brief overview of the key objectives of the job including the context within the team/department.

To successfully deliver Infrastructure schemes via project programme, budget management, commissioning / management of design consultants, design approvals, procurement, stakeholder communication.

To support the Senior Project Manager and/or Programme Lead and oversee the delivery of the major transport projects through design and construction, ensuring successful delivery that offers value for money and achieves targets set.

### Job Responsibilities

This is a list of the main duties or tasks that the post holder will be expected to undertake.

1. Pro-actively deliver all aspects of successful projects that offer best value for money and achieve commercial targets.

2. Where appropriate to act as the expert within the identified field of the job description e.g. drainage, trees, bridges or liaise with external expertise etc.
3. To manage or coordinate staff who are working within the same specialist service area (maybe across geographical areas) to ensure shared outcomes are delivered.
4. To manage delivery of individual schemes / projects relating to the service area.
5. To manage budgets in accordance with the council's policies and procedures.
6. Maintaining excellent, effective working relationships with stakeholders, key strategic partners, senior council directors, politicians and operational teams.
7. Manage own workload and the resources required to ensure successful service delivery.
8. To assume direct responsibility for the management of selected budgets
9. Promote a strong customer service focus within the Service and where possible take account of customer requirements, including responding to customers in ways that are clear and jargon free
10. Promote and deliver improved communication with individual residents, communities, other local authorities and key stakeholders.
11. Provide necessary information for performance management measures.
12. Remain contemporary with legislation and best practice and ensure that relevant initiatives are adopted to develop the effectiveness of the service.
13. Maintain a current driving licence with access to a vehicle for business use and/or a willingness to use Council vehicles. Or the ability to demonstrate an effective alternate means of frequent travel to all areas of the county.

To work in accordance with the Corporate values and competency framework.

## Section B: Selection Criteria

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have in order to perform the job. The selection criteria provide a list of essential (no more than 8-10) and desirable criteria (no more than 4).

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

You must provide a supporting statement as part of your application which includes examples and evidence of when you have demonstrated the criteria listed below. You will be expected to address each point separately and in the order listed. If you do not complete a full supporting statement in the requested format your application may be rejected.

<b>Essential Criteria</b>	<b>Assessed By:</b>
Substantial experience working within the specified area of expertise (infrastructure project management knowledge and experience of leading large complex projects)	A, I.
Qualified to chartered or equivalent level as required of the role e.g. Chartered Engineer or Project Management Professional. With evidence of a proactive approach to continuous professional development.	A, I, D.
Management qualification and/or experience of managing at the required level ie managing multi-disciplinary project teams (either directly or via matrix management) in a similar discipline/organisation.	A, D.
A Professional qualification Level 6 (e.g. Degree) or similar qualification in a relevant discipline (eg Engineering or Project Mgt) OR substantial experience in a relevant specialist field of works related to Infrastructure delivery	A, D.

A sound knowledge of the latest legislative requirements as they relate to the identified specialist field.	A, I.
Demonstrable experience of effective engagement with customers and stakeholders within a public service context.	A, I.
Strong partnership work ethic with a proven track record of embracing and maintaining successful partnerships with a wide range of internal and external stakeholders.	A, I.
Resilient with the ability to manage own emotions in the face of pressure, set-backs or when dealing with challenging situations.	A, I.
Excellent organisational skills with the ability to effectively plan own workload with limited supervision and a proven ability to effectively manage competing demands and priorities.	A, I.
Competent IT user including the use of Microsoft Office products (Word, Excel, Outlook, Skype for Business, Visio, Teams). Confident with data analysis, using it to inform strategy and monitor performance.	A, I.
A current driving licence with access to a vehicle for business use and/or a willingness to use Council vehicles. Or the ability to demonstrate an effective alternate means of frequent travel to all areas of the county.	A, I, D.
Experience of budget monitoring.	A, I.

## Section C: Pre-employment Checks

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates. Further information can be found here [Pre-employment checks](#)

Additional pre employment checks specific to this role include:

<input type="checkbox"/> Enhanced Disclosure and Barring Service check with Children's and Adults Barred List	<input type="checkbox"/> Enhanced Disclosure and Barring Service check without an Adult/Children's barred list check
<input type="checkbox"/> Enhanced Disclosure and Barring Service check with Children's Barred List	<input type="checkbox"/> Enhanced Disclosure and Barring Service check with Adults Barred List
<input type="checkbox"/> Standard Disclosure and Barring Service check	<input type="checkbox"/> Basic Disclosure
<input type="checkbox"/> Disqualification for Caring for Children (Education)	<input type="checkbox"/> Overseas Criminal Record Checks
<input type="checkbox"/> Prohibition from Teaching	<input type="checkbox"/> Professional Registration
<input type="checkbox"/> Non police personnel vetting	<input type="checkbox"/> Disqualification from Caring



<input type="checkbox"/>	Other (please specify):	
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## Section D: Working Conditions

This is a guide to the working conditions and the potential hazards and risks that may be faced by the post-holder.

### Health and Safety at Work

You are responsible for your own health, safety and wellbeing, and undertaking health and safety duties and responsibilities for your role as specified within Oxfordshire County Councils Health and Safety Policy.

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked).

<input type="checkbox"/>	Provision of personal care on a regular basis	<input type="checkbox"/>	Driving HGV or LGV for work
<input type="checkbox"/>	Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input checked="" type="checkbox"/>	Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/>	Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/>	Restricted postural change – prolonged sitting
<input type="checkbox"/>	Lone working on a regular basis	<input type="checkbox"/>	Restricted postural change – prolonged standing
<input type="checkbox"/>	Night work	<input type="checkbox"/>	Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/>	Rotating shift work	<input type="checkbox"/>	Manual cleaning/ domestic duties
<input checked="" type="checkbox"/>	Working on/ or near a road	<input type="checkbox"/>	Regular work outdoors
<input checked="" type="checkbox"/>	Significant use of computers (display screen equipment)	<input type="checkbox"/>	Work with vulnerable children or vulnerable adults
<input type="checkbox"/>	Undertaking repetitive tasks	<input type="checkbox"/>	Working with challenging behaviours
<input type="checkbox"/>	Continual telephone use (call centres)	<input type="checkbox"/>	Regular work with skin irritants/ allergens
<input type="checkbox"/>	Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/>	Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/>	Work requiring respirators or masks	<input type="checkbox"/>	Work with vibrating tools/ machinery
<input type="checkbox"/>	Work involving food handling	<input type="checkbox"/>	Work with waste, refuse
<input type="checkbox"/>	Potential exposure to blood or bodily fluids	<input type="checkbox"/>	Face-to-face contact with members of the public



<input type="checkbox"/>	Other (please specify):		
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## Agile Working

All staff may be required to work from a different base or in a different location at some point in the future in line with any Council or school needs. Such changes will be made after proper consultation and shall be deemed to be reasonable after taking into account any personal requirements.

