

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:	New Engineering Contract (NEC) Project Manager
Salary:	£42,821 - £45,859
Grade:	13
Hours:	37 per week
Team:	Construction and Contract Management Team
Service Area:	Infrastructure Delivery, Growth & Economy
Primary Location:	County Hall, Oxford
Budget responsibility:	Up to £10m project budget
Responsible to:	Principal NEC Project Manager
Responsible for:	Apprentice

Job Purpose

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

1. To oversee the delivery of the specialist element of the highway service that is attributed to the post. Ensure successful delivery of areas of service that offers value for money and achieves targets set.
2. This post holder is responsible for ensuring that all relevant county policies and procedures are adhered to and concerns are raised in accordance with these policies
3. To act as a professional in the area's specialism, ECC NEC Contract Management, programme and budget management, contract design approvals, early contract involvement and procurement.
4. Ensure compliance with internal and external governance requirements across all construction service streams.

Job Responsibilities

1. Pro-actively deliver all aspects of successful projects that offer best value for money and achieve commercial targets.
2. Supervise a small team of technical staff including health and safety, learning and development and other appropriate HR matters in accordance with county council policies.
3. To act as the expert within the identified field of the job description e.g., ECC NEC Contract Management.
4. To manage the delivery of construction projects in compliance with contract procedures and the council governance to ensure satisfactory outcomes are delivered.
5. To manage delivery of individual schemes as required.
6. To manage applications and construction cost and risk forecasts in accordance with Infrastructure Delivery requirements and council's policies and procedures.
7. Maintaining excellent, effective working relationships with contractors, stakeholders, key strategic partners, and operational teams.
8. Manage own workload and the resources required to ensure successful service delivery.
9. Promote a strong customer service focus within the Service and where possible take account of customer requirements, including supporting those 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. To work in accordance with the Corporate values and competency framework.

Note: the duties of this post may vary from time to time without changing the general character of the duties or the level of responsibility

Managers - Health and Safety Roles and Responsibilities

It is the responsibility of every employee to co-operate with their employer to ensure the effective discharge of health and safety responsibilities. As a manager you are expected to:

- Promote a positive and pro-active health and safety culture;
- Ensure health and safety is given a high priority and is an integral part of the way we conduct our services;
- Undertake necessary health and safety training;
- Ensure all employees and volunteers under your control are competent and have received the necessary training to carry out their work activities safely;
- Comply and implement the requirements of the Council's health and safety policies and procedures;

- Ensure risk assessments in accordance with council procedures are undertaken to reduce risks to a level that is as low as is reasonably practicable. This must consider hazards to both employees, clients and others who use our services;
- Develop and ensure local working arrangements, safe working practices, guidance etc. are in place to support the output of risk assessment. This embraces the planning of work as well as the assurance that staff are adequately informed, instructed, trained and supervised;
- Follow all appropriate safety instructions and use safety equipment provided;
- Monitor the activities for which you have responsibility;
- Ensure safety events (accidents, incidents and near misses) are reported and investigated;
- Ensure that health and safety issues are a standing item on team meeting agendas, and actions are monitored through these and through supervision.

Oxfordshire County Council is re-organising office accommodation across the county, and the location of this post may change. The successful applicant for this position will be kept informed by his/her line manager of any proposed change in location.

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.

Essential Criteria	Assessed By:
Membership of a relevant professional institution (IHE or similar)	D
Specific construction contract training NEC, JCT ICE etc or equivalent.	I
Experience with planning, developing and effectively delivering highway construction contracts.	I,P
Experience of successfully undertaking a Construction Contract Management role of construction schemes	A,I
Excellent communication skills.	A,I
Must be able to influence critical decision makers without having the authority over persons e.g. working with other senior colleagues in private, public and local authorities.	A,I
Excellent communication with the ability to develop positive, constructive and professional relationships with stakeholders.	I
Physically mobile to visit sites including full clean driving license and own transport(car)	I,D

Commitment to and understanding of, the principles of Equal Opportunities for all, in employment and the delivery of services.	A,I
Desirable Criteria	Assessed By:
Background in a Construction and Contract Management role within a complex organisation	I,D
Understanding of Local Authority operations processes.	A,I
Understanding of a various legislative requirement e.g. Highways and/or Estates Construction Health & Safety etc) to ensure that the service is meeting its various legal requirements.	A,I
Experience in operation of contract management software and systems	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 checked="" type="checkbox"/>	Other: Clean Driving License		

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 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 checked="" 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):		

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.

