



Senior Transportation Officer Programme & Project Management

Thank you for your interest in applying for the above post. Please find attached the Job Description and Person Specification for the role.

Working for Stockport Council

Stockport team ambition respect

To keep the people of **stockport** at the heart of what we do

To succeed as a **team**, collaborating with colleagues and partners

To drive things forward with **ambition**, creativity and confidence

To value and **respect** our colleagues, partners and customers

Stockport Council has 4 core values that run through everything we do and are known as the Stockport Way of doing things. As an organisation we stay true to them no matter what challenges we face. The values came from colleagues and were developed through workshops and consultation across the Council.

[This video](#), produced 'in house' and featuring colleagues from across the Council, explains each value and shows how colleagues are living these values each day.

As a new colleague the Council will expect you to work in accordance with these values. We also have policies and procedures around health, safety and welfare, customer care, emergency, evacuation, security and promotion of the Council's priorities which we expect you to adhere to. These will be explained in detail to you as part of your induction process.

You can find out more about working for Stockport Council, and some of the benefits we offer employees, online at <https://greater.jobs/locations/stockport/>





Stockport Council Job Description

Post Title: Senior Transportation Officer – Project & Programme Management
Service Area: Highways & Transportation
Directorate: Place
Team: Various

Salary Grade:
SO1-SO3
£26,999 to £36,876

Post Reports to: Relevant Team Leader Engineer/Team Leader Transportation &/or Team Manager
Post Responsible for: Engineers, Technicians, Apprentices (Sc2-Sc6), Work Experience/Students

Main Purpose of the Job:

- To contribute to improving the safety and performance of the highway network through the efficient delivery of compliant projects and programmes.
- To provide high quality, cost effective services.
- To project manage and deliver services and/or projects, taking a holistic, joined up view of service and/or project design, delivery and evaluation.
- To ensure that the Council manages its resources effectively, delivering value for money, enhancing opportunities to improve efficiencies and generating income where appropriate.
- To apply skills, knowledge and experience to provide the Council with authoritative technical advice on improving and maintaining the performance of the highway network through the pro-active management of traffic and use of innovative design and maintenance regimes.

Summary of responsibilities and key areas:

- Contribute to the key aims and objectives of the Organisation, both within the post holder's specific remit, across Highways and Transportation, Place and the Council as a whole.
- Develop a shared understanding and knowledge of your own and other Highways and Transportation Service areas.
- Develop and deliver a range of highways and transportation schemes of various types and sizes including; consultations, investigations, feasibility studies, design and construction.
- Prepare, develop, deliver, manage and monitor projects and programmes that are aligned with the purpose of the Highways and Transportation Service.
- Identify hazards, complete risk assessments, compile pre-construction information and ensure all design and construction works for schemes are planned and completed in accordance with relevant legislation.
- Prepare tender/contract documentation, evaluate tender returns and award the contract. Administer the contract, supervise contractors, verify valuations and certify payments for completed works.
- To be responsible for developing and maintaining effective internal and external stakeholder relationships including Councillors, the public, consultants, contractors and private developers.
- Research, analyse and interpret a range of data in order to make objective and effective decisions to issues requiring an in-depth understanding of the respective work-areas ensuring compliance with the Council's policies and procedures and appropriate legislation.
- Take ownership of enquiries and issues requiring an in depth understanding of own work area and policies and procedures to ensure they are addressed and resolved in a thorough and timely manner.
- Prioritise work, taking into account own and others workload, project timelines and other deadlines.
- Make objective decisions at the appropriate level guided by varied procedures and practices requiring a high level of understanding and some interpretation and provide advice and feedback to support accurate decision making.
- Analyse and interpret a range of data sources to inform decisions, taking a creative approach, and with reference to a variety of policies, procedures, and past practices.
- Communicate sometimes complex information in a succinct and engaging manner using appropriate styles, methods and timing including digital channels to maximise understanding and impact.
- Work with colleagues, stakeholders and partners to improve service/project delivery and develop new models of delivery to provide quality and value for money.

- Use project management skills and techniques and work with teams to set priorities, goals, objectives, timescales and develop plans to achieve outcomes, identifying risks and mitigating actions.
- To manage, use and develop Quality Assurance procedures.
- To liaise and develop partnership working with officers from other Directorates within the Authority and with other public and private sector organisations and elected members in Greater Manchester and beyond.
- To prepare, submit and present reports to the Council's Committees and Executive identifying and recommending courses of action for the progression of schemes, projects and initiatives.
- To keep informed and be able to assess the potential impacts of developments within the highways and transportation field keeping abreast of technological advances, amendments to legislation and government policies.
- To be aware of income and expenditure within budget areas, highlighting areas of concern.
- Work flexibly within the role and support general activities within Highways and Transportation, Place and the Council.

Additional responsibilities:

To work positively and inclusively with colleagues and customers so that the Council provides a workplace and delivers services that do not discriminate against people on the ground of their age, sexuality, religion or belief, race, gender or disabilities.

To fulfill personal requirements, where appropriate, with regard to Council policies and procedures, standards of attendance, health, safety and welfare, customer care, emergency, evacuation, security and promotion of the Council's priorities.

To work flexibly in the interests of the service. This may include undertaking other duties provided that these are appropriate to the employee's background, skills and abilities. Where this occurs there will be consultation with the employee and any necessary personal development will be taken into account.



Stockport Council Competency Person Specification

Post Title: Senior Transportation Officer – Project & Programme Management

The criteria listed below represent the most important skills, experience, technical expertise and qualifications needed for this job role. Your application will be assessed against these criteria to determine whether or not you are shortlisted for interview. Any interview questions, or additional assessments (tests, presentations etc.) will be broadly based on the criteria below.

Competency	Essential or Desirable
To work to the Council's values and behaviours: To keep the people of Stockport at the heart of what we do To succeed as a team , collaborating with colleagues and partners To drive things forward with ambition , creativity and confidence To value and respect our colleagues, partners and customers	Essential
Ability to communicate clearly and concisely on all levels in multiple formats including presentations to varying stakeholders.	Essential
Excellent inter-personal skills and the ability to work on your own initiative and work effectively as part of a multi-disciplinary team.	Essential
Experience of working successfully on multiple projects at the same time to ensure delivery of objectives in line with agreed budgets and timescales.	Essential
Knowledge and experience of design and / or construction of transport infrastructure projects (highways, structures, cycle and pedestrian solutions).	Desirable
Political awareness and the ability to work with Councillors, teams within Highways & Transportation, other Services within the Council, Stakeholder groups and the public.	Essential
Successful experience of managing minor projects achieving required objectives with minimal guidance.	Essential
Experience in producing, monitoring and managing progress using, project schedules and programmes.	Essential
Using established risk management processes be able to undertake risk reviews and develop and manage risk plans.	Essential
Experience of managing and developing junior members of staff to achieve specific required objectives.	Desirable
Thorough understanding and use of Microsoft Office software and some understanding and use of specialist project management software such as Microsoft Project.	Essential
Knowledge of Quality Management Systems and a commitment to quality service provision.	Essential
Association for Project Management qualification.	Desirable
Membership of a relevant professional body e.g. APM, ICE, CIHT or CMI.	Desirable
Qualified to degree level in a relevant subject.	Desirable
Full driving licence.	Desirable
Understands and actively supports Stockport Council's diversity and equality policy.	Essential
To meet Stockport Council's standard of attendance.	Essential
A willingness to be flexible in a changing environment.	Essential
The ability to converse at ease with service users/customers and provide advice in accurate spoken English.	Essential