

# Programme Manager (Engineering and Landscape Design)

<b>Service:</b>	Engineering & Landscape Design	<b>Grade:</b>	4C	<b>Salary:</b>	£39,880 - £42,821
<b>Reporting to:</b>	Senior Group Leader	<b>Location:</b>	Civic Centre, Swinton	<b>Hours:</b>	36 per week

## About the role

- Helps to drive the continued growth of the city by managing and monitoring the delivery of major projects across technical services, focusing on Engineering and Landscape design, working alongside multi-disciplinary teams, key delivery partners and contractors.
- Manage complex, multi stakeholder programmes to time and budget, ensuring the highest level of communication and relationship management across all levels.
- You will possess a bachelor's or master's degree in a related subject or possess a Higher National Certificate/Diploma in a related subject.
- You will have a substantial amount of post qualification experience of implementing and managing a range of programmes for highways design projects.
- A knowledge and understanding of planning and urban regeneration initiatives; Government funding initiatives and programmes; external funding programmes and initiatives.
- Computer literate with a good knowledge of Microsoft packages, particularly Word and Excel
- Monitor and manage a wide range of projects within a large infrastructure programme. Work with individual scheme Project Managers and service Group Leaders to identify and mitigate any delivery, commercial, financial or legal risks.
- Manage and monitor budgets and financial risks associated with programmes and projects to ensure effective management and financial propriety.
- Ensures that projects remain compliant with any legislative or governance changes at a Salford, Greater Manchester and national level.
- Support project management practice across the Engineering and Landscape Design service to ensure the successful delivery of major projects.
- Provides high quality communication and professional reports to City Directors and senior managers, advising them on project progress and delivery.
- Assists with the development and management of the Engineering and Landscape Design service supporting the Group Leaders and deputising where appropriate.
- Adhere to council procedures including Health and Safety, HR, Equalities and Diversity.

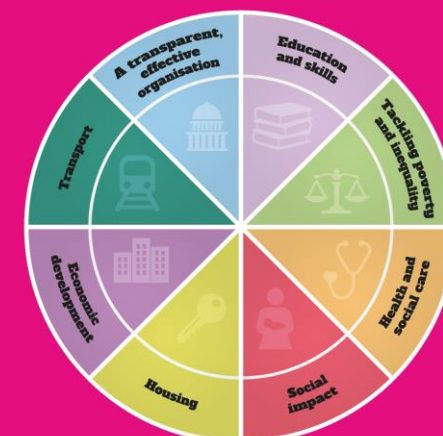
## Our priorities

### Creating a better and fairer Salford with the Great Eight

.....

We all have a vital role to play in providing a range of services across Salford. We want to make a real difference to the lives of Salford people. Our vision is to create a better and fairer Salford and provide the best possible quality of life for the people of the city.

[yourzone.salford.gov.uk/thegreateight](http://yourzone.salford.gov.uk/thegreateight)



## Key outcomes

- Ensure support is given to all Project Managers and Group Leaders to deliver the infrastructure programme within Engineering and Landscape Design.
- Ensure effective monitoring and reporting of projects within the overall programme.
- Work with Project Managers and Group Leaders to identify and mitigating any commercial, financial or legal risks with individual schemes and across the Infrastructure Programme
- Develop systems to manages and monitors budgets and financial risks associated with the Infrastructure Programmes and projects to ensure effective management and financial propriety.
- Support the management and deliver of complex, multi stakeholder projects and programmes to time and budget.
- Ensure the highest level of communication and relationship management across all levels.
- Responsible for reporting monthly / quarterly / yearly in relation to programme and budget across the programme against agreed targets. Report to include by exception commercial and financial risks.

## What we need from you

- **Achiever** - proven technical skills and ability in the role
- **Assured** - demonstrates initiative, confidence and personal responsibility for action
- **Credible** - professional credibility through proven experience in a highway design environment
- **Curious** - understands the bigger picture and broader context and is able to translate to a local setting
- **Determined** - tenacious and consistently persists with actions to achieve outcomes
- **Diplomat** - open to the views of others - able to constructively challenge and be challenged
- **Evidence Seeker** - demonstrates analytical skills using data insight to inform workforce strategies and plans
- **Leader** - leads people/projects, with an ability to motivate, engage and develop people to deliver shared outcomes
- **Optimist** - remains positive under challenging circumstances.
- **People Person** - skilled communicator who communicates with clarity, conviction and enthusiasm and is able to demonstrate integrity, create rapport and build trust and confidence.
- **Self-development** - demonstrates a commitment to continual professional development and continuous service improvement
- **Solutions Seeker** - understands the local context and able to identify outcomes focussed solutions to meet needs
- **Resource Weaver** - brings together multi-faceted activities to improve performance and/or resolve business critical issues
- **Values-based** - models and demonstrates our values and leadership behaviours

## Our leadership behaviours

### As a values-based leader you will:

- Model the values and embed them in the way your team delivers services;
- Hold people accountable for delivering the values;
- Respect and care for others, treating everyone fairly, recognising the importance of ensuring equality of opportunity for all, and listening and acting on the things people say;
- Be honest, taking responsibility for your actions and decisions;
- Use resources that you are trusted with wisely.

### To lead and develop people you will:

- Listen to understand, not to defend;
- Give people the freedom to use their initiative;
- Provide opportunities for people to discuss and solve problems and issues;
- Regularly provide coaching and support to others to help them achieve their objectives and potential;
- Appreciate and build on people's strengths;
- Motivate, engage, encourage and inspire others in order to be the best they can be.

### To create a performance and development culture you will:

- Be visible, inject pace, vigour and purpose;
- Expect high standards; mediocrity is not acceptable;
- Take an evidence and whole system approach in making decisions;
- Maximise technology and models to deliver quicker, easier, better services;
- Have a digital mindset, fully utilising digital systems and solutions to deliver services differently;
- Set context and challenging goals that will motivate people to take ownership, maximise performance, and develop.

### To build and communicate a vision for the future you will:

- Be optimistic and ambitious for the city and its people, helping others to understand the need to transform public services;
- Build strong collaborative relationships to find creative ways to make services more sustainable and flexible;
- Recognise and values the strengths of people and places, taking a strengths-based approach to make the most of opportunities;
- Support people through change, in undertaking new things, and taking risks;
- Take a place and whole system approach in designing, delivering and leading services;
- Ensure an inclusive approach with the aim of reflecting the increasing diversity of Salford.

## Our values



## Application Guidance

We are a values-based organisation so reflecting our values or a values-based approach in your evidence will support your application.

The 'Key outcomes', 'What we need from you' and 'our leadership behaviours' sections of the Role Profile are there to give you an understanding of what we would like to see reflected in your application. Don't give up if you are not able to reflect all of these in your application.



Spirit  
*of* Salford