

Job Description and Person Specification

TCF Project Controller

Job Description

1. The postholder will be required to:
 - a. Liaising with the TCF bid team and retained consultants, produce a detailed programme of tasks, milestones and deliverables for the production of all necessary documentation, designs and business cases associated with the TCF Tranche 2 and FMZ bids. The programme should identify all dependencies and critical paths, as well as clearly setting out the responsibilities for completing each task and deliverable.
 - b. Liaising with scheme promoters, produce an outline programme of tasks and milestones for each component scheme in the TCF Tranche 2 programme, identifying and monitoring key milestones, dependencies and deliverables that each scheme promoter must comply with in order that TCF Tranche 2 and FMZ bid programme can be complied with.
 - c. Accompany the detailed programme of bid tasks with a resource plan that is constantly monitored to ensure sufficient resources are in place to complete tasks. Periods where additional resources are likely to be required should be identified well in advance.
 - d. Prepare weekly progress reports that set out a summary of resource utilisation, resource planning, delivery against key milestones, key dependencies and overall progress. This report is to be produced for review by the TCF Project Lead and the Heads of Transport Group.
 - e. Liaise with promoters of schemes included in the TCF programme to ensure that their progress against bid milestones is monitored and understood. These discussions will be conducted with sensitivity, professionalism and persuasiveness at all times.
 - f. Attend and contribute to meetings with regional partners and Government officials in order to present progress against the detailed TCF programme.
 - g. Work with the TCF senior transport planner to produce and maintain a risk register associated with delivering the necessary bid documents, monitoring the impact of proposed mitigations for each risk working closely with scheme promoters.
 - h. Undertake these requirements strictly within the timescales and deadlines set out by DfT in guidance and agreed by the Project Lead.

Person Specification

EDUCATION
Educated to degree level or equivalent in a relevant discipline
SPECIFIC KNOWLEDGE
Demonstrable knowledge of preparing complex programmes and resource plans using a recognised proprietary project management software package.
Demonstrable knowledge of working on complex transport schemes with a wide range of stakeholders and dependencies.
Knowledge of liaising with external transport and economic consultants
Demonstrable knowledge of project and programme management, including the management and mitigation of risks
Proven writing and reviewing skills
Budget monitoring skills
Capable of strategic thinking and working in a fast moving and changing environment
Ability to solve problems and make autonomous decisions and be able to defend and support outcomes
Demonstrable experience of working in a project manager/controller role
Demonstrable experience of working on complex projects