

**Project Manager – Bus Partnership Project**

**Transport North East**

**6 month fixed term**

**Post title:** Project Manager

**Location:** The location of this role is Gateshead Civic Centre, although remote working will be necessary.

**Flexible Working:** Subject to service needs flexible working is applicable to this post

**Organisational Relationships:**

The post holder will be accountable to the Strategic Transport Advisor, Transport North East.

The post holder will work on behalf of the North East Joint Transport Committee (JTC) but will be an employee of the North East Combined Authority (NECA) in its role as the accountable body for the JTC.

**JOB DESCRIPTION**

**Description of the role:**

* The post holder will provide a professional project management role to ensure that all elements of the Bus Partnership Project are delivered on-time, within scope and within budget.

**Duties and Responsibilities Specific to this Post:**

The following list is typical of the duties you will be expected to carry out. It is not necessarily exhaustive, and the post holder may need to carry out other duties of a similar nature and level from time to time.

* Assist in the development of project scopes and objectives, involving all relevant stakeholders and ensuring technical feasibility
* Create and maintain comprehensive project documentation
* Develop a detailed project plan to track progress
* Perform risk management to minimize project risks
* Use appropriate techniques to manage changes in project scope, schedule and costs
* Measure project performance using appropriate systems, tools and techniques
* Advise on project resource availability and allocation
* Provide regular project highlight reports, in depth project metric reports any escalate any urgent issues to management as needed
* Provide general project management advice to internal and external stakeholders
* To work with a range of organisations involved in the coordination, delivery and funding of passenger transport, including the Department for Transport, Local Authorities, Nexus and Local bus companies.

**PERSON SPECIFICATION**

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| **ESSENTIAL** | **DESIRABLE**  |
| **Qualifications** |
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| HND or equivalent in project management or relevant discipline. |

 | * Membership of relevant professional body
* Evidence of continued professional development
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| **EXPERIENCE**  |
| * Proven experience of project management and delivery.
* Use and understanding of project planning software
* Experience of budget development and cost control methodologies
* Experience of project scheduling, monitoring and reporting of project deliverables
* Experience of project risk identification and risk management solutions
 | * Demonstrable experience of adopting a creative approach to problem solving
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| **SKILLS AND KNOWLEDGE** |
| * Excellent organisation skills, to plan the use of people and resources to meet deadlines
* Excellent verbal and written communication skills
* Ability to monitor and control budgets
* Excellent IT skills
 | * Good working knowledge of passenger transport coordination and delivery
* Understanding and knowledge of the working of local government
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| **Personal Qualities** |
| * Ability to work on own initiative and as a member of the team
* Ability to organise workload, prioritise competing demands and work to deadlines
* Ability to demonstrate resilience and work flexibility, adapting to changing priorities
* Ability to maintain confidentiality and security
* Committed to the principles of equality and diversity
* Good literacy, numeracy and ICT skills
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