

Job Description

Post title	Project Manager (Bus Reform)	
Grade	N9	
Job Evaluation Code and Points	A5040	578 points
Directorate	Transport	
Team	Bus Reform	
Reporting to	Senior Project Manager (Bus Reform)	
Responsible for	N/A	

Job Purpose

The Bus Reform Project is examining how we can use the opportunity of devolution to further improve bus services for customers. The project has moved into a new and exciting phase where we will be working to undertake a franchising scheme assessment so we can deliver the bus system the North East region needs. You will be expected to operate in a complex stakeholder environment and be able to apply recognised project management principles and techniques to deliver projects to the highest of standards.

Duties and responsibilities

Listed below are the responsibilities this role will be primarily responsible for:

- Contribute to the development of the project scope and objectives, involving all relevant stakeholders and ensuring technical feasibility.
- Create and maintain comprehensive project documentation, including but not limited to project initiation documents, project programmes, risk registers and issues logs.
- Develop and maintain detailed project plans to track progress and manage the project to time, cost and quality, engaging with a complex range of key internal and external stakeholders to ensure success.

- Develop and maintain strong relationships with key stakeholders, both internally and externally, to ensure the successful delivery of projects and programmes.
- Effectively apply risk management methodologies to ensure that risks are identified, mitigated and monitored.
- Develop and use appropriate techniques to manage changes in project scope, schedule and costs.
- Support project budget management function by forecasting and monitoring expenditure against budget.
- Measure project performance using appropriate systems, tools and techniques.
- Apply problem solving skills to ideas and problems that may be new and untried for the North East bus industry.
- Develop Invitations to Tender (ITTs), evaluate bids and award contracts in accordance with organisational and relevant procurement legislation. Manage contracts with external suppliers as and when required.
- Identify project resource availability and allocate tasks accordingly to achieve project deliverables.
- Provide regular project highlight reports, dashboards and briefs, escalating any urgent issues to management as needed.
- Provide general project management advice and expertise to internal and external stakeholders.
- Keep up to date with policy developments and changes to legislation, guidance and best practice relating to bus reform/transport/project management ensuring project practice within the North East CA is aligned with this
- Lead project team meetings, workshops and stakeholder engagement as required.
- Deputise for the Senior Project Manager – Bus Reform as and when required.
- Coach and mentor staff as required

Organisational responsibilities

- **Communication**
We communicate effectively with our peers, partners and local authorities and work collaboratively to provide the best possible outcomes. Communication between teams, services and partner organisations is imperative in providing the best possible service to the region.
- **Confidentiality**

All members of staff are required to undertake that they will not divulge to anyone personal and/or confidential information to which they may have access during the course of their work.

All members of staff must be aware that they have explicit responsibility for the confidentiality and security of information received and imported in the course of work and in using organisation information assets.

- **Health, Safety and Wellbeing**

We take responsibility for health, safety and wellbeing in accordance with the North East CA Health and Safety policy and procedures.

- **Performance Management**

We promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. You will contribute to the organisation's appraisal processes to ensure continuous learning and improvement and to increase organisational performance.

All members of staff will receive appraisals and it is the responsibility of each member of staff to follow guidance on the appraisal process.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by their manager.

Values and Behaviours

Our values and behaviours are the things that are important to us, individually and as a team. They articulate the way we want to conduct ourselves. Combined, they work together to make us who we are and we use them to anchor all that we do. The North East CA values are:

- Strive for brilliance
- One team
- Drive sustainability
- Make it happen
- Be inclusive

Equalities and Diversity

We are committed to creating a fairer North East where everyone can thrive with aspirational jobs, new skills, and better homes. All employees are responsible for taking proactive steps to eliminate discrimination, advance equal opportunities and foster good relationships in every aspect of their work.

Special requirements of post

- **DBS**

This post is not subject to a disclosure.

- **Politically restricted**

This post is not designated as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State.

Person Specification

Project Manager (Bus Reform)

The following criteria will be used to shortlist at the application stage and will be further explored at the interview stage.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Degree or equivalent in project management or relevant discipline. 	<ul style="list-style-type: none"> • Membership of relevant professional body • Evidence of continued professional development
Experience	<ul style="list-style-type: none"> • Proven experience of project management and delivery. • Experience of using and understanding of project planning software. • Experience of project scheduling, monitoring and reporting of project deliverables to a range of audiences, including senior management. • Experience of applying project risk methodologies to identify and manage risks. • Experience of implementing and managing complex projects. • Experience of leading on preparing and submitting Business Cases in the context of significant projects. • Experience of procuring suppliers and managing contracts. 	<ul style="list-style-type: none"> • Demonstrable experience of adopting a creative approach to problem solving • Experience of budget management and cost control methodologies

Skills and Knowledge	<ul style="list-style-type: none"> • Project management skills and knowledge in the context of major projects • Knowledge of Business Case development, particularly using the 5C model. • Excellent organisation skills, to plan the use of people and resources to meet deadlines. • Ability to work sensitively with a range of complex key stakeholders, internally and externally. • Excellent verbal and written communication skills • Excellent IT skills 	<ul style="list-style-type: none"> • Understanding and knowledge of the working of local government • Awareness of national government transport policy and priorities • Awareness of statutory guidance on developing a franchising scheme assessment • General understanding of the transport industry and delivery of projects within the legislative transport framework.
Personal Qualities	<ul style="list-style-type: none"> • Able to work on own initiative and as a member of the team. • Able to organise workload, prioritise competing demands and work to challenging deadlines. • Ability to demonstrate resilience and work flexibly, adapting to changing priorities • Able to maintain confidentiality and security. • Committed to the principles of Equality and Diversity 	