

ROYAL BOROUGH OF GREENWICH

JOB DESCRIPTION

DEPARTMENT	Transport	POSTHOLDER
SECTION	Programme and Public Realm	GRADE PO5
POST DESIGNATION	Project Manager (Transport & Public Realm)	

Purpose of Job:

To be responsible to the **Programme Delivery Manager:**

- i) Provide effective project management for complex transport and public realm projects, overseeing all stages from planning and design to delivery, ensuring that both project-specific and the council's strategic objectives are achieved.
- ii) Contribute to the development and delivery of projects and programmes, ensuring they meet agreed time, cost, and quality expectations.
- iii) Ensure the successful delivery of each programme of works through effective collaboration with a diverse range of internal council departments, external suppliers, stakeholders, and partners.
- iv) Maintain robust project governance, risk management, and performance reporting processes to ensure that all projects align with and support the council's vision for improved transport infrastructure and high-quality public spaces.

Manages up to 1 directly managed staff.

Manages up to 5 indirectly managed consultancy/contracting staff.

Main Duties:

1. Lead the project management teams in the development and delivery of complex transport and public realm projects, ensuring strategic objectives are met.
2. Manage higher-value and complex project lifecycle stages, ensuring time, cost, and quality targets are achieved.
3. Oversee the provision and coordination of professional services for the design, procurement, and construction of transport and public realm capital works.
4. Supervise multiple external contractors and consultants, ensuring compliance with contract requirements and project milestones through regular construction site visits and progress meetings.

5. Work closely with internal council directorates and external stakeholders, ensuring effective communication and collaboration throughout project development and delivery phases.
6. Attend and liaise with the Programme Board, providing accurate, high-quality reports on project and programme progress, risks, and performance.
7. Implement and monitor risk management measures across all projects, escalating significant risks to senior management where necessary.
8. Ensure effective engagement and consultation with community groups, elected members, and other stakeholders, ensuring feedback is incorporated into project designs and delivery plans.
9. Identify and monitor key performance indicators (KPIs) for projects and programmes, ensuring continuous improvement in project management processes and outcomes.
10. Manage post-completion reviews to capture lessons learned, supporting a continuous improvement culture and enhancing future project delivery.
11. Ensure compliance with project management frameworks such as PRINCE2, maintaining project plans, critical paths, and cross-project dependencies.
12. Develop and maintain project business cases, defined scopes, budgets, and risk registers to ensure project feasibility and delivery success.
13. Provide leadership and mentorship to project teams and junior staff, ensuring the delivery of high-quality outcomes across all managed projects.
14. Produce and present reports to Council Committees, senior officers, and elected members, ensuring projects maintain visibility and accountability at all governance levels.
15. Investigate and respond to complaints, Freedom of Information (FOI) requests, and casework within your project portfolio, ensuring timely and comprehensive resolutions.
16. Promote equal opportunities, sustainability, and customer care in all aspects of project delivery, adhering to the Council's policies and legal frameworks.
17. Support the council's emergency planning and business continuity efforts, ensuring project teams are aware of their roles in any crisis response.
18. Ensure that projects meet statutory health and safety requirements, environmental standards, and equality regulations, maintaining best practice throughout delivery.
19. Take responsibility for staff management duties, including recruitment, performance monitoring, and staff development where necessary.
20. Undertake other related duties or project tasks as directed, ensuring flexible support for service needs and user demand in times of crisis or emergency.

This post does not require a DBS

Designation of the Post to which the Post-Holder normally reports to: **Programme Delivery Manager**