



## Job Description

This job description has been designed to indicate the general nature and level of work required of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list, and the line manager may vary duties from time to time which do not change the general character of the job, or the level of responsibility entailed.

Post Details	
Job Title	Capital Schemes Project Manager
Service	Place and Growth, Highways and Transport
Team	Capital Schemes
Location	Shute End, Smart Working
Reports to	Capital Schemes Programme Manager
Responsible for	Senior engineers, Graduate Civil Engineer, Apprentice and Clerk of Works
Grade	10
Contract Type	Permanent

Main Accountabilities	
1.	Project Manage schemes to meet its strategic priorities and support the company's approach. Review and Inspect contractor deliverables ensuring works are completed the required highway standards whilst also adhering to any WBC standard details where applicable.
2.	Ensure the council complies with the CDM duties and hold the contractors accountable for Health and Safety on our network
3.	Liaising and maintaining a good relationship with internal and external clients answering queries and responding to technical issues, provide support, and ensure that we deliver successful outcomes, which add improvement to services, customer outcomes, and savings.
4.	To review and inspect current highway conditions, report back findings and ensure designs are sufficient to improve the council's highway network.
5.	To provide cost estimates for future schemes, liaise and advise design team on buildability constraints and provide technical input within meetings when required.
6.	Lead on relations with appointed works contractors. Review and approve contractor H&S documents including RAMS and ensure contractor operatives are permitted to work on the highway.
7.	Ensure site diaries are completed and up to date and attend regular project update meetings when required to report on project progress.





Person Specification	Essential	Desirable
<b>Education/Qualifications</b>	No Essential Qualifications	<ul style="list-style-type: none"><li>• Bachelors Degree in relevant highway subject</li><li>• Masters degree in relevant highway subject</li><li>• Project Management Qualification (Prince 2 or APM PMQ etc)</li><li>• Chartered Civil Engineer status with relevant engineering body (ICE) etc</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Minimum of 10 years experience of managing construction works on the highway</li><li>• Pavement design experience</li><li>• Highway drainage design experience</li></ul>	<ul style="list-style-type: none"><li>• Experience delivering re-surfacing programmes</li></ul>
<b>Skills/Knowledge</b>	<ul style="list-style-type: none"><li>• Sound working knowledge of relevant national and international highway related standards (e.g. DMRB, SHW, Traffic Signs Manual, Manual for Streets), contracts (e.g. ICE, NEC, and FIDIC), methodologies and procedures</li><li>• Familiar and good working use of core Microsoft applications including Teams, SharePoint, excel, PowerPoint &amp; word. and project</li></ul>	<ul style="list-style-type: none"><li>• Experience in efficiently using Microdrainage software</li><li>• Experience in efficiently using Civils 3D software to produce/review Highway plans.</li></ul>

Purpose Details	
<b>Service Purpose</b>	Project Manage schemes to meet its strategic priorities and support the company's approach. Review and Inspect contractor deliverables ensuring works are completed the required highway standards whilst also adhering to any WBC standard details where applicable.
<b>Role Purpose</b>	The Capital Site Project manager will provide project management services to support strategic programmes and activities within the Capitals team. Responsible for managing projects on the ground to ensure workmanship is completed to relevant standards, project programme is maintained and the site is safe for both contractor operatives and general public.





	Working independently and pro-actively leading on the delivery of the key objectives, engaging with stakeholders, and delivering high quality outputs and outcomes under little supervision. Working as a team player to deliver projects within time and budget, as well as overseeing and supporting the development of others (apprentices, technicians, and graduates). Overseeing contractors to ensure quality and compliance with the civil engineering industry's standards.
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Supervision and Relationships	
Supervision Received	Annual Appraisal and Monthly one to one
Supervision Given	Support to Graduates and Apprentices as well as internal project team members
Contacts	All internal teams Suppliers Members of the public Contractors Consultants

Resources/Budget Management
Whilst not directly responsible for managing resource and budgets assigned to individual projects, site decisions and inspections could have an impact on budgets and resources therefore responsibility to maintain project delivery within budget is expected.

Special Requirements
Ability to travel to a variety of locations in borough, lone working on occasions along with occasional night/weekend working.

Occupational Health Risk Assessment	Details
Skin/Respiratory Sensitisers	N
Working at Height	N
Exposure to Noise (>80-85dB)	Y





Confined Spaces	N
Frequent Display Screen Equipment Use	Y
Driving for Work	Y
Hand Arm Vibration	N
Lone Working	Y
Healthcare/Social Contact with Patients	N
Blood Borne Viruses Exposure	N
Food Handling	N
Working with Animals	N
Specialised Medical Screening	N
Night Working	Y
Safety Critical Work	Y

Nature of the Role	Details
Healthcare or Hospital Work	N
Working with Children (under 18)	N
Working with Elderly/Vulnerable Adults	N
Work Environment Details	Varies

Role Involvement	Details
Working with Children	N
Working with Vulnerable Adults	N
Both of the Above	N
Providing Care/Supervision for Children	N
Providing Care/Supervision for Vulnerable Adults	N
Both of the Above	N





None of the Above	Y
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Disclosure and Barring Service (DBS)		Details
DBS Requirement	N/A	
Eligibility Tool		Find out which DBS check is right for your employee - GOV.UK ( <a href="#">Find out which DBS check is right for your employee - GOV.UK</a> )

Re-checks	
N/A	

Evaluation Declaration	
Date of Evaluation:	02.02.2026
Evaluated by:	Adam Matthews - Capital Schemes Programme Manager

