

## Job Description

Job Title	Design & Commissioning Projects Manager
Grade	PO10
Reporting To	Design & Commissioning Senior Manager
JD Ref	BUS0067P

### Purpose

Forming part of Highways & Infrastructure, responsible for taking a key role in driving business development opportunities and providing specialist services within the Council's Design & Commissioning Team. Providing strong leadership and management of a team of civil engineers and technicians providing design and project support, and for the promotion of the service with both internal and external clients and public sector partners in order to deliver commercially viable outcomes. Play a key role in business development, identifying and following through on potential new business opportunities as the consultancy service grows and develops. Ensuring a full cost recovery of the service and delivering a complete highways design consultancy solution for external clients and internal service areas.

### Main Duties And Responsibilities

#### Behavioural:

- Enjoy, achieve, create impact, and thrive in the role and organisation.
- Live our values and leadership behaviours in the role and organisation.

#### Team Leadership and Management:

- Provide strong leadership, strengthening engagement, growth, culture, innovation, collaboration and performance.
- Assign responsibilities, setting clear expectations, and deliverables to team members and empower them to excel in their roles.
- Through continuous improvement strengthen the tools, practices and impact of the service.

#### Communication, Engagement and Training:

- Efficient planning, project management, design management, commercial management and contract management of highway improvement projects or a programme of projects, including carrying out appropriate risk assessments and maintaining effective records.
- Build and maintain effective business relationships with partners, internal and external customers, as well as key stakeholders to ensure the intended outcomes and maximum value is achieved from the consultancy service is both sustainable and affordable to its customers.

- Provide support to senior managers to lead the development of the consultancy service; ensuring consistently branded, joined up services (offering an end to end approach to the service offer) for customers that deliver high quality, meet customer needs and are financially viable.
- Promote the consultancy service with internal and external customers, including developing appropriate commercial business relationships and the development, implementation, monitoring and reporting of service level agreements with customers.
- Liaise regularly with senior managers to ensure that sufficient specialist resources are allocated and commissioned for the efficient delivery of projects and programmes of works in accordance with agreed client briefs and service level agreements.
- Liaise with internal and external clients and senior managers as required to facilitate all aspects of project delivery, and prepare budget estimates, project reports and plans, attending project boards or scheme meetings as required.
- Responsible for the line management of a team of technical staff, including conducting regular performance appraisals with team members.
- Responsible for providing highly-developed knowledge and professional expertise around highways design in commercial negotiation and collaboration with clients, external agencies and other local or government authorities in the effective delivery of traded service opportunities for the Council.
- Responsible for planning the work of the team to ensure that project deadlines, income targets and service objectives are met.

#### **Data Analysis and Decision-Making:**

- Effectively utilise asset data systems and surveys, together with feedback from internal departments, external agencies and customers to develop projects and ensure safe, economical and effective delivery outcomes.
- Prepare and manage the production of works order information or tender documentation to enable construction of schemes to be carried out efficiently, and provide effective contract management, including: agreeing, recording and monitoring contract variations and payments with suppliers in accordance with the Council's constitution and contract terms.
- Maintenance of appropriate design, project management, construction, asset inventory, and financial data and records.
- Promote the design service with internal and external clients, including developing appropriate commercial business relationships and the development, implementation, monitoring and reporting of service level agreements with clients.
- Effective and efficient allocation, management, monitoring and recording of staffing resources to ensure sufficient commercial fee income is achieved to balance project and service area budgets.
- Identify, develop and bring to the attention of managers and senior managers areas for improvement and commercial opportunities in the management and delivery of the Service.



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- Effectively manage large project or programme budgets in order to deliver efficient services within budget and to effectively manage contracts to achieve efficiencies in order to reduce costs and generate savings for clients where appropriate.
- Responsible for project budgets for capital schemes including major projects valued in excess of £1 Million. To accept budget and finance accountability to ensure works are carried out within agreed budget and to corporate policy guidelines and practices.
- Responsible for interpreting and utilising and complex asset data and surveys, together with information from internal departments and external agencies to develop projects or programmes of works to maximise effective outcomes from the available resources.
- Direct responsibility for team plans and work programmes requiring agreement of long term (one to three year) service objectives and targets with their teams.
- Provide effective timely advice to senior managers, internal and external clients, Chief Officers, Cabinet Members and Committees on all matters relating to the design and delivery of their projects and commercial management of the service.

#### **Compliance:**

- Adhere to and comply with all relevant corporate policies and procedures including Health & Safety, General Data Protection Regulations (GDPR), Corporate Governance and Code of Conduct.
- Ensure that all service initiatives adhere to relevant legislation, policies and practices.

#### **Other:**

- Any other duties commensurate with the grade.

## **Role Specific Knowledge, Experience And Skills**

#### **Qualifications**

- Relevant engineering qualification, minimum HNC or equivalent.
- *Desirable - Degree level learning in civil or highway engineering, or relevant subjects.*
- *Desirable – Incorporated Civil Engineer or equivalent*
- *Desirable – Relevant management qualification*
- *Desirable – Relevant project management qualification*

#### **Knowledge & Skills**

- Relevant expert technical knowledge and professional experience of the legislation, safety and other regulations, standards and procedures relating to the project and contract management of highway improvements.
- Expert knowledge and professional experience in negotiation and collaboration with contractors, developers, external agencies and other local or government authorities in the commercially viable delivery and improvement of infrastructure and services.
- Excellent communication and negotiation skills and professional experience of commercial management of contracts and of promoting a service to develop commercial opportunities.
- Professional approach to the role as a key interface with external and internal



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customers utilising the consultancy service.

- Strong commercial awareness
- Strong stakeholder engagement and relationship management skills
- Ability to deliver excellent customer service as part of relationship management within the consultancy service

## Experience

- Proven experience in the successful management of staff by applying corporate guidance and legislative requirements to ensure efficient and effective service delivery
- Good understanding of highway asset management principles, procedures and best practice, to enable optimal decision making on the maintenance, improvement and replacement of highway assets and to ensure appropriate design solutions, accurate records and project estimates are prepared.
- Good understanding of network management and development control principles, procedures and best practice, to enable optimal decision making on the implementation of new highway assets and to ensure appropriate design solutions and project plans are prepared.
- Contract management experience
- Excellent resilience in the face of strong opposition to service provision and often conflicting priorities.
- Ability to deliver, through effective collaboration with colleagues and others, to ensure that appropriate resources are allocated and commissioned to achieve service objectives.

## Additional Information

Ability to travel across the Borough and work from various locations.

Work hybrid, with a flexible working approach to accommodate service needs.

Expected to work from a fixed location (subject to change).

On occasion, able to work outside traditional hours, of a weekend and evening as required, adopting a flexible working approach in response to business requirements.

## Health & Safety Considerations:

- Lone working
- Working outside
- Work with VDUs (Video Display Unit) (>5hrs per week)
- Driving duties
- Exposure to persons with challenging or aggressive behaviour

**Approved By: Graham Roe Senior Manager Design & Commissioning Team**

**Date Of Approval: 4/2/26**



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