

Job Description

Job Title: Project Manager

Reporting to: Operations Director

Nature and Scope: As part of the company's management or senior leadership team contribute to the overall aims of the company through the efficient management of operational and service delivery matters.

Job Purpose:

The role holder, reporting directly to the Board of Directors, will be responsible for delivering medium and large projects, defining the scope, objectives, resources, budget, and risk management elements. Managing supply chain and contractors, the role will deliver best value and efficiency for the company.

They will also ensure that exceptionally prominent levels of internal customer service and working relations are always maintained, whilst delivering on specified targets supporting the achievement of the company objectives and work plans.

Principal Duties and Responsibilities:

- 1 Ensure that projects are delivered efficiently, at best value, and to the required quality and legislative standards
- 2 Develop and manage a detailed project schedule and work plan including gateway authorisations, RACI model, cost benefit analysis and Gantt oversight.
- 3 Manage and deliver specific projects, including exploring funding opportunities, reviewing progress against project milestones and budget, and ensuring there are good records of key decisions and management information.
- 4 Create and evaluate alternative options within projects and ensure they are presented to the senior managers to make informed decisions
- 5 Adhere to general procurement rules and authorisation limits for tendering and letting contracts within the project, for example fuel procurement.
- 6 Ensure all statutory requirements are identified within the project and take appropriate steps to comply, avoiding delays in timescales through waiting for permissions to proceed.
- 7 Provide information and advice to identified stakeholders, businesses or identified individuals as detailed within the project. Present both project briefs and updates to Senior Leadership Team.
- 8 Communicate effectively with contractors, colleagues, and businesses, both verbally and in writing, through the appropriate use of project notes and other record keeping within information sharing protocols and record keeping policies.
- 9 Work with the senior leadership team to develop and implement innovative new and/or additional services for the Client, the Council generally and to external businesses, which continuously improve on the financial performance of the Company.

- 10 To ensure that any line reports and their teams are inducted and trained appropriately on an ongoing basis, appraised, and given opportunities to succeed.
- 11 Manage recruitment in line with agreed establishment targets, ensuring fair and equitable processes that give opportunities for under-represented groups.
- 12 Ensure that all Company policies and procedures and legal obligations are understood and adhered to by all members of staff. Including conducting disciplinarys up to and including dismissals.
- 13 Develop and maintain excellent working relationships with internal/external customers. Ensure that all reports required as part of the role are delivered in time for meetings and any follow up actions are completed in a timely manner.
- 14 Devise and ensure appropriate records and systems are maintained for the effective and compliant operation of the company projects.
- 15 Follow procedures and best practice to ensure audit compliance and ISO accreditations are maintained. Work with the Board of Directors to create policy and procedures relating to project activities.
- 16 To take budgetary responsibility for project delivery costs, providing variance updates to the Board of Directors. Work with the senior leadership team to ensure that all financial/ budgeted targets are achieved for the company including but not limited to staffing, contractors, and capital investment.
- 17 Deputise for the Operations Director or the role's line reports in their absence.
- 18 Conduct any other such reasonable job-related tasks as the Company may require you to undertake from time to time.

Person Specification:

	Essential	Desirable
Education	<ul style="list-style-type: none"> • GCSE or equivalent in Maths and English • IOSH Managing Safely qualification • Project Management qualification e.g., Prince2 	<ul style="list-style-type: none"> • Degree or equivalent in relevant discipline • NEBOSH qualification • Waste Industry COTC • Transport Manager CPC • Finance for Non-Finance Managers
Experience	<ul style="list-style-type: none"> • Project Management – 5+ years • Working within Waste, Logistics or Highways Industries – 3+ years • Commercially astute • People management including experience of HR processes • Experience of producing and analysing reports using Microsoft suite and internal IT systems 	<ul style="list-style-type: none"> • Project managing mobilisations of service delivery contracts • People management including experience of HR processes • Proven record of delivering continuous improvement within a service environment • Experience of maintaining a ‘zero-harm’ environment through behavioural safety cultures
Technical	<ul style="list-style-type: none"> • Demonstrates excellent working knowledge of project management principles • Demonstrates market knowledge • Risk management knowledge 	<ul style="list-style-type: none"> • Experience of specifying and procuring service contracts • Procurement knowledge • Project Management Software experience • Route Optimisation Software experience
Skills	<ul style="list-style-type: none"> • IT literate including Microsoft Office suite and business systems • Excellent organisational, time management and planning skills • Ability to influence and persuade • Ability to deal with conflict and manage appropriate outcomes • Able to communicate at all levels verbally and in written form 	<ul style="list-style-type: none"> • Ability to negotiate contracts • Confident and professional presenter • Analytical with the ability to measure and take correction actions
General	<ul style="list-style-type: none"> • Full driving licence • Demonstrate initiative and ability to work unsupervised • Flexible working approach • Drive and enthusiasm 	