

<b>Designation:</b>	<b>Canal Engineering Project Manager</b>
<b>Grade:</b>	<b>Stroud 6 + Market Supplement (Total £45,000)</b>
<b>Hours:</b>	<b>30</b>
<b>Location:</b>	<b>Western Deport, Eastington</b>
<b>Job Purpose:</b>	<b>To lead delivery of designated engineering aspects of the Cotswold Canals Connected (CCC) Phase 1B of the restoration of the Cotswold Canals</b>
<b>Responsible to:</b>	<b>Canal Engineering Manager</b>
<b>Responsible for:</b>	<b>Successful delivery of the Engineering aspects of the Phase1B project</b>

## KEY DUTIES

As Engineering Project Manager, you will be responsible for the successful delivery of the project working with the Engineering Team, and a range of contractors, consultants, partners, and other stakeholders. Key duties are:

- Responsibility for delivering the programme of work within an assigned section of canal overseeing costs, quality standards, health & safety, and schedule of works.
- Project Management of contractors and co-ordination of activities
- Work with the Engineering Management Team, contractors, landowners, and the public to inform and co-ordinate all activities
- Support preparation, and assessment of, Risk Assessments and Method Statements and ensure that they are consistently adopted by contractors
- Advise on the procurement of addition design requirements and/or services as necessary
- Ensure that all regulatory approvals are obtained within timescales required by the project
- Liaise with and support teams responsible for regulatory approval
- Provide support and advice to Volunteer Team Leaders and their team of volunteers when required
- Updating the Project RAG Status report to provide an accurate status of each sub-project including costs, risks, actions, and progress

## SKILLS AND KNOWLEDGE

To be successful in this role you would be expected to have:

- Project Management experience, and ideally in construction
- Planning, forecasting and organisation skills
- Excellent people management skills and ability to inspire and motivate others
- High quality verbal and written communication skills
- Experience in risk management and risk mitigation
- Strong analytical and problem-solving skills
- Ability to set and achieve own targets
- Experience in contracts and contract management
- Educated to degree level or equivalent, ideally in engineering
- Confident with Office 365 and project management software and tools
- Flexibility to work on-site in different locations along the canal working on a range of projects

## COMPLEXITY AND CREATIVITY

- To develop and maintain an environment and atmosphere of active participation, commitment and achievement.
- To demonstrate an innovative and creative approach to project delivery
- To create, deliver and develop partnerships which maximise resources, ensure quality standards and drive cost efficiency

## JUDGEMENT AND DECISIONS

- Negotiate on behalf of the CCC Project Board within the delegations and constraints provided by NLHF, SDC Standing Orders, Financial Regulations and the Constitution
- Analyse and manage the project-specific and corporate risk attached to any decision made.

## CONTACTS

- Engineering Team and Project Board Engineering Working Group
- Members of the Cotswold Canals Connected Project Board
- Suppliers and contractors
- Senior members of partner agencies within the CCC Project
- Members of the public/stakeholders

## RESOURCES

Responsible for the:

- Financial management of the projects

- Contract delivery
- Health & Safety and quality standards

## TRAVEL DESIGNATION

Mileage travelled on Council business will be reimbursed at the HMRC rate in accordance with the Council's Travel and Subsistence Policy.

## GENERAL

- To work with colleagues across the organisation as required in support of organisational goals.
- To promote the Council's overall commitment to equality of opportunity/Diversity at all times and work within the requirements of the Council's Equality Scheme.
- To undertake all training and development initiatives as required.
- To undertake any appropriate duties required to meet the Council's obligations under the Civil Contingencies Act.

*This job description is a reflection of the present position and is subject to review and alteration in detail and emphasis in the light of future changes or developments.*