

Job Description

Job Role: Project Manager Waste Services

Service: Waste Management

Main purpose of the role

Role Structure:	Role Details:
Directorate	Economy & Environment
Grade	HC10
Location	Plough Lane
Responsible to	Waste Services Manager

The Project Manager is responsible for supporting the Waste Management Service in the development and delivery of waste collection and capital waste disposal projects for the organisation as part of the council's capital programme, supporting the development of business cases that deliver the waste strategy aims within the council plan.

The post will be responsible for managing the delivery of an allocated number of identified waste capital projects using the council's project management framework, processes and tools. The Project Manager will lead the overall conception, development and delivery of projects including handover into services post project completion and benefits realisation. This includes working across service areas to lead and drive the implementation and realisation of the project, setting up and managing project boards/groups, highlight reporting and managing the governance of the project.

The Project Manager will work with Senior Responsible Officers (SRO), service leads, internal and external stakeholders, technical experts and others as required to build and maintain a robust business case in line with service and delivery plan priorities. Following the council's governance process to monitor, record and seek the necessary approvals for change requests, issues and risks and project handover, ensuring documentation is evidenced.

The Project Manager will manage the day-to-day activities of the project ensuring the SRO and other key stakeholders are informed of deviations from the plan or other control tolerances. Following the relevant procedures for ensuring that information and data is collected and recorded accurately thus enabling the production of reliable analyses and reports.

The post will undertake project assurance activities and deliver any required training and coaching in project management methodology to ensure that the project management principles are embedded within the organisation to support delivery of capital projects across the council.

The post will oversee the delivery of a range of waste capital, waste collection and waste disposal projects, some with budget implications (>£1m), resource implications, complexity of risk, community impact and high profile/political interest.



Key Duties and Responsibilities	Frequency of Task
Facilitate the project scoping process and ongoing management to ensure projects are started and managed to clear objectives and deliverables in line with the business case for the project.	Daily
- Develop, maintain and lead project planning including: - Facilitating the definition of project scope, goals and deliverables. - Defining projects tasks and resource requirements. - Developing full scale project plans and schedule project timelines. - Managing project conflicts and risk. - Ensuring effective project communication. - Developing stakeholder management plans. - Coordinating the work of project teams. - Ensuring governance and decision-making processes are followed. - Ensure accurate record keeping and project documentation is developed and stored to enable project assurance and audit as required.	Daily
Ensure projects align with the overarching delivery plan and council plan objectives and priorities.	Daily
Deliver and monitor progress of projects utilising project methodology.	Daily
Develop and update all relevant project documents. Utilise the agreed project management procedures, software and documentation.	Daily
Ensure that projects are delivered in accordance with decision making, governance and the project management framework.	Daily
Support the SRO and Waste Services Management and work closely with relevant stakeholders to ensure effective and efficient implementation of waste projects.	Daily
Provide project management advice and support to embed project management process and methodology in service areas to support and facilitate Waste Management services delivery.	Daily
Act as the spend manager up to 500k unless there is an identified need for the service to perform this role.	Daily
Profile budgets across projects and manage the ongoing monitoring and reporting of budgets for projects up to and more than 1 million.	Monthly
Develop and implement a benefits realisation and risk management plan for projects.	Monthly



Key Duties and Responsibilities	Frequency of Task
Evaluate project activity to assess delivery against agreed objectives and to measure impact and benefit realisation.	Monthly
Provide regular highlight reports to key stakeholders detailing progress, risks and position against the project scope and budget.	Monthly
Support the development of business cases ensuring that projects have clear objectives and identified benefits.	As required
Provide timely and accurate reporting for projects and track progress towards achievement of project deliverables and as part of the overall capital programme, reviewing risks, issues and change requests.	As required
Ensure a smooth, effective and informed handover to business as usual/ to the service for the project.	As required
Ensure that the project is closed effectively, and that relevant closure and handover documents and processes have been completed, including ongoing monitoring arrangements/ review points agreed.	As required
Capture and communicate lessons learned and ensure learning is embedded into the organisation to support continual improvement and transformation.	As required
Develop and deliver communication plans/ activity for projects and the capital programme.	As required



Person Specification

Requirements	Essential or Desirable	Identified by A – Application I – Interview
Qualifications and Training		
Educated to degree level, management qualification or relevant experience	Desirable	A, I
Maths and English at GCSE Grade 4 (C) or above, or equivalent	Essential	A, I
Proficient in the use of Microsoft 365 applications, including Word, Excel, PowerPoint and Outlook	Essential	A, I
PRINCE2 Practitioner, APM PFQ qualification or equivalent project management qualification or relevant experience	Essential	A, I
Proficient in using project management software (e.g. Verto, Microsoft Project)	Essential	A, I
Experience & Knowledge		
Experience of developing, managing and delivering medium and large scale capital projects in construction or infrastructure related areas of delivery	Essential	A, I
Ability to review and challenge business cases/ proposals, identify and manage risk, change control and produce robust documentation including highlight reports	Essential	A, I
Experience of using project management methodologies and systems, principles and frameworks	Essential	A, I
Ability to lead and prepare project boards and workshops	Essential	A, I
Experience of facilitation of workshops	Essential	A, I
Experience of working and delivering in challenging environments	Essential	A, I

Requirements	Essential or Desirable	Identified by A – Application I – Interview
Experience of managing medium to large scale project budgets, or similar	Essential	A, I
Ability to deliver and monitor identified project benefits	Essential	A, I
Excellent oral and written communication skills	Essential	A, I
Strong relationship building and interpersonal skills	Essential	A, I
Experience of procurement and contract management processes and achieving value for money	Essential	A, I
Experience of working with commercial, legal professionals, contracts and third-party suppliers	Essential	A, I
Experience of governance processes and decision-making arrangements and purpose.	Essential	A, I
Experience and knowledge of the council's strategic objectives	Essential	A, I
Skills and Abilities		
Good analytical skills	Essential	A, I
Diligent with attention to detail	Essential	A, I
Able to follow process and identify improvements	Essential	A, I
Ability to embed process, providing support and challenge to colleagues	Essential	A, I
Able to produce coherent written reports	Essential	A, I
Effective communicator at all levels	Essential	A, I
Good presentation skills	Essential	A, I
Professional and positive approach	Essential	A, I



Requirements	Essential or Desirable	Identified by A – Application I – Interview
• Excellent time management skills	Essential	A, I
• Ability to work to tight deadlines and cope well under pressure	Essential	A, I
• Collaborates well with colleagues and stakeholders.	Essential	A, I
• Self-motivated and self-sufficient.	Essential	A, I
• Team player and able to work on own initiative.	Essential	A, I
• Assertive, adaptable and creative approach to problem solving.	Essential	A, I
• Ability to take a vision and concept and drive through to delivery	Essential	A, I
• A can-do attitude and willingness to go the extra mile when required.	Essential	A, I

All council staff have a duty to promote the welfare of children, young people, and adults with care and support needs at risk of abuse and neglect who cannot take steps to protect themselves. Ensuring you attend mandated safeguarding children and safeguarding adults training to enable you to recognise the concerning behavior, know how to talk about it, and consent/duty to share information effectively. You will also learn about the legalities and procedures the social care staff can take.



Our Values and Behaviours

The council's THRIVE core values are our guiding principles and beliefs that shape our culture and behaviour within the council. They help us to achieve our Council Plan vision "do our best for Herefordshire" acting as our DNA and the "way that we do things around here". We expect all colleagues to act as a role model by living our values and setting an example for others. Our values strive to promote a thriving workforce by fostering a culture of trust, being honest and responsible, inclusive, valuing people and resources and leading with empathy.

Trust - Developing and maintaining relationships based on a culture of transparency and open communication. Supported by integrity and the confidence that you are reliable and fulfil commitments.

Honesty - Demonstrating truthfulness, integrity, and transparency in all communications, decisions, and relationships. Being trustworthy, reliable, and accountable for your actions. Acting with sincerity and fairness, even in challenging situations.

Responsibility - Taking ownership of individual and collective actions, decisions, and delivering on commitments. Being reliable, fulfilling obligations and being accountable for outcomes and results. Proactively contributing to the achievement of your own, the team and council goals.

Inclusivity - Embracing diversity, equity and inclusion by recognising and valuing the unique perspectives, backgrounds and experiences of our staff, customers and residents. Creating an environment where every individual is valued, respected and can belong.

Value - Upholding high standards, ethics and integrity to guide our actions and decisions. Demonstrating commitment to creating and delivering value in our work by recognising and appreciating each other, our resources, processes, customers, community and environment.

Empathy - Demonstrating a genuine and caring understanding of others' feelings, perspectives, and experiences. Listening attentively, acting with compassion, supporting with respect and kindness and considering the impact of our actions on others.

