

West London Waste Authority

Job Description



Job Title:	Project Manager
Responsible To:	Senior Contracts Manager
Responsible For:	Management of internal and external professional advisors to assist delivery of projects.
Main Function of Job:	Project management and coordination of multiple specific waste infrastructure and recycling projects within a programme to deliver the Authority's business plan eg Joint MRF project, increasing the value of recycling materials collected, recycling service changes and developing infrastructure on existing sites, scoping and developing required infrastructure including gathering technical information, waste flow models, producing site assessments, submission of a planning applications and development of business cases.
Salary:	PO4
Budget Responsibility:	£100,000 per annum
Basic Hours:	36 hours per week
	Principal location: Head Office, West London Waste Authority – Civic Centre, Lampton Rd, Hounslow

Duties & Responsibilities

1. To project manage and co-ordinate multiple complex waste and recycling projects including making recommendations to the Senior Management team and ensuring that all changes to service provision and all associated activities are understood by the relevant stakeholders.
2. To source, engage and manage the internal and external professional advisory teams covering areas such as planning, permitting, financial, legal and construction.
3. To create and maintain the project risk registers and report monthly to the Senior Management team and quarterly to the project board.
4. To monitor and evaluate the effect of commercial developments in West London and the South East UK which will have an impact upon developing projects and business cases.
5. To create and maintain the project plans and the waste flow plan for the Authority. To assist the Senior Contracts Manager with the creation and maintenance of a project program which integrates all of the projects, waste flows and commercial understanding, reporting monthly to the Senior Management team and quarterly to the project board.

6. To make recommendations to the Senior Management team on operational and commercial improvements in the business, gain approval and project manage changes accordingly.
7. To work with Head of Finance and Performance, Senior Contract Manager and Operations Manager to develop robust outline business cases for projects and service changes and negotiate changes and impacts with the relevant stakeholders through the Borough Partnership meetings and prepare reports for Senior Managers and the Authority.
8. To manage and maintain the records of meetings and actions arising from meetings, produce progress reports and report to the Authority's Project Board, Chief officers and Authority meetings as appropriate.
9. Organise and manage the Project Board meetings including minutes and actions arising.
10. To manage and co-ordinate the response to all project actions and to maintain an Actions Log on a weekly basis coordinating the activities of Borough Partners involved in the projects.
11. To monitor and manage the budget spend on projects on a monthly basis.
12. To liaise with the constituent boroughs and external bodies such as Defra, GLA and other Waste Disposal Authorities on the projects.
13. Where necessary to assist the Operations Manager and represent the Contracts and Operations team at the Authority meetings in the absence of the Senior Contracts Manager.
14. To undertake other duties as required.

PERSON SPECIFICATION:

VALUES AND BEHAVIOURS

Values and Behaviours	Recruitment and Selection	
	Essential (E), Desirable (D)	Assessed by; Application (A), Interview (I), Test (T) or Certificate (C)
I ensure the needs of different communities are understood and addressed	E	A, I
I challenge others, and deal with challenges in an honest and constructive way	E	A, I
I am a role model for the Authority's behaviours and lead by example	E	A, I
I make decisions within the scope of my authority, rather than refer them up the line	E	A,I
I take responsibility for making sure that taxpayers' money is spent effectively	E	A, I
I make sure I know what others are doing in order to do my job well	E	A, I
I am flexible in my work and can change what I'm doing in order to meet priorities	E	A, I
I treat everyone fairly, with respect and value differences.	E	I
I do what I say I will do, when I've promised to do it, or let people know why not.	E	A,I

EXPERIENCE, QUALIFICATIONS, TRAINING OR OTHER REQUIREMENTS

Qualifications	Recruitment and Selection	
<p>To hold a degree or equivalent level qualification in an engineering, environmental or science subject</p> <p>To hold a relevant project management qualification</p>	<p>Essential (E), Desirable (D)</p> <p>E</p> <p>D</p>	<p>Assessed by; Application (A), Interview (I), Certificate (C),</p> <p>A, I, C</p> <p>A, I, C</p>
Experience	Recruitment and Selection	
<p>To have extensive experience of managing projects and recycling services dealing with performance related issues and managing multiple and senior stakeholders</p> <p>To be an experienced project or team leader with experience of managing change</p> <p>To have excellent oral and written communication skills</p> <p>Experience of project strategy development</p> <p>To have an understanding of the financial and policy levers influencing recycling markets</p> <p>To have experience of managing budgets and operational staff, including contractors</p> <p>To demonstrate strong problem solving skills and have the ability to respond flexibly, re-prioritising work as necessary</p> <p>Demonstrable knowledge of relevant legislation for planning, permitting, environment, waste, plant and Health & safety, contracts and procurement</p> <p>Experience of working in waste management in either a Private Sector or Public Sector role</p>	<p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>E</p> <p>D</p> <p>E</p> <p>E</p> <p>E</p>	<p>A,I</p> <p>A,I</p> <p>A,I</p> <p>A,I</p> <p>A,I</p> <p>A,I</p> <p>A, I</p> <p>A,I</p> <p>A,I</p>