
Your job

Job Title: Project Officer – Major Projects

Service: Major Projects

Grade: G7

Reporting to: Programme Manager – Major Projects

The Major Projects Service plays a pivotal role in the delivery of major transport infrastructure schemes supporting the council's ambitions for growth, wellbeing, and sustainability across Wigan Borough as part of 'Progress with Unity' plan.

Working to the Programme Manager in the Major Projects Service you will be responsible for supporting the development and delivery of a programme of transport and regeneration infrastructure schemes. The aim is to improve the Borough's connectivity.

To fulfill this role, you will need to have project management experience with strong communication skills. You will have a good understanding of project management principles, ideally associated with transport infrastructure projects. Experience in supporting regeneration schemes and the development of funding bids and businesses cases would also be preferable.

You will be able to prepare project plans and other associated project management documentation such as risk registers, change logs and progress reports. You will manage the financial and resource management of projects allocated to you, ensuring all are delivered effectively and within budget.

You will have excellent decision-making skills, the ability to resolve problems, be creative, show initiative and have a good level of ICT skills.

You will work closely with colleagues from other service areas within the council. You will meet with external stakeholders including the voluntary

and community sector, other local authorities, Transport for Greater Manchester, the Greater Manchester Combined Authority, statutory bodies, private sector companies and contractors. You will provide reports and information updates for stakeholders and attend meetings with and provide information for politicians.

You will be expected to have a flexible approach to work in line with business demands, including working outside of normal working hours when required.

Mandatory Statement

The Council is committed to complying with European General Data Protection regulations (UKGDPR) and meeting the requirements of the Information Commissioner's office (regulating data protection compliance in the UK). It is your responsibility to ensure that the work you undertake is compliant with the General Data Protection regulations.

Wigan Council is an active, strong, and committed corporate parent. As a priority, all employees have a responsibility towards the children we look after and care leavers, not just those employed by the Children's Directorate.

In this job you will:

In the next 12 months, you will:

- Be responsible for various project management tasks to support the development and delivery of major projects and regeneration schemes so that the council, directorate and service performance targets and objectives are fully met.
- Prepare and initiate all project management documentation associated with delivery of the projects allocated to you. You will proactively identify key dependencies and initiate the requirements for actions and workstreams including project plans, programmes, risk registers, issues logs, lessons learned and progress reports.
- Prepare business cases and seek out information required to complete the documentation, across a range of major projects. This will include knowledge of Treasury Green Book business case methodology and best practice, streets for all guidance and design standards.

On an ongoing basis you will:

- Complete project management tasks including financial management to support the development, design, consultation, and delivery of infrastructure projects. You will have to prepare financial reports and keep them up to date monthly,

proactively identifying variances to forecasts and escalating risk to Programme Board.

- Prepare reports for a variety of meetings, demonstrating an ability to synthesise complex technical issues and data into Plain English. This will include capturing meaningful data and report on financial updates.
- Using your own initiative to promptly deal with queries, requests for information and complaints.
- Attend committee meetings, board meetings, stakeholder forums and public participation meetings, where required.
- Ensure you operate within GDPR guidelines by regularly reviewing data held and destroying information in line with retention schedules

In this job you will need:

You must be able to demonstrate the following essential requirements:

- Hold a professional level/formal qualification in a relevant subject or substantial experience applicable to the job.
- Significant experience of supporting the delivery of large scale complex transformational projects and programmes.
- Project management and organisational skills with the ability to support projects and programme delivery within agreed timescales and within budget. Noting budgets can be in the region of £1m plus.
- An ability to effectively develop, manage and monitor budgets and other resources.
- Understanding of the statutory and legislative frameworks that impact on the delivery of major infrastructure projects and the role of infrastructure in unlocking the growth potential of the Borough.
- A self – starter with excellent decision-making skills, able to prioritise workloads, be self-organised and able to manage competing workloads with minimum supervision, as well as showing initiative and creativity in your approach to task completion, on time and with accuracy.
- Experience of working in partnership with multiple complex organisations from both the public and private sector, as well as an understanding of the community and voluntary sector. You will need experience of working with stakeholders when there is often competing objectives, but you'll need the ability to find shared interests.
- A team player with a strong drive to deliver results to support the effect delivery of Major Projects.

- Excellent communication skills, including an ability to communicate, in a confident manner, complex issues and processes to a range of stakeholders.
- A creative approach to tackling problems and coming up with effective solutions to improve the way in which you and the team deliver projects.
- Experience of risk identification, risk management and change control.
- Experience of successful project delivery, including using project evaluation tools and lessons learned to drive continuous improvement.
- Be able to prepare reports and summarise project progress to senior managers and funding partners.
- Good level of ICT skills with experience and competent knowledge of MS Word, Excel, PowerPoint, MS project Microsoft Teams and other associated software.
- Flexible approach including the ability to work remotely including from home and from time-to-time, work outside of core hours depending on the needs of the service.

Our Culture

For us, it's not just about all we achieve as an organisation, but how we do it. Therefore, all employees are expected to display our **TeamWigan** behaviours.

Be Positive	“ Take pride in all that you do and support and develop yourself and others. ”
Be Accountable	“ Be responsible for making things better, enabling change and supporting improvement. ”
Be Courageous	“ Be open to doing things differently and working collaboratively with others. ”
Be Kind	“ Be helpful, generous and thoughtful towards yourself and others. ”