

**Job Title:**  Project Manager (Wales)

**Department:**  Environment

**Reports to**: Programme Lead – Wales Metal Mines

**Direct Reports:** None

**Grade:** 5

You will be primarily working on the Wales Metal Mines Programme (the Programme), which is just one of the strategic legacy mining and minewater remediation programmes that we are currently involved with.

The Programme is responsible for the development, planning and delivery of pollution mitigation and environmental improvement projects, across the portfolio of abandoned metal mine sites in Wales; it is being jointly delivered together with NRW, requiring truly collaborative working.

The Programme includes a variety of remedial interventions, not least surface water and spoil heap management and both passive and active minewater treatment schemes, often trialling and implementing novel and emerging technologies.

**Main purpose of the job**

* To act as project manager for the delivery of often complex, strategically important projects, which assess, develop and implement remedial intervention strategies (which may include minewater treatment and other works such as blow-out risk management), resultant from legacy metal mining in Wales. This may include the development of new schemes as well as the refurbishment of existing assets.
* Work with both internal and external multi-disciplinary specialists to deliver projects at pace, to agreed timescales, whilst ensuring cost saving initiatives, innovation, collaboration and openness are considered as part of the “business as usual” approach

**Responsibilities**

**Project management**

* Work with project teams to identify and obtain advice and support relating to risks, constraints and opportunities during all stages of a project, including the development (scoping, feasibility, design, consenting, planning), construction and operational stages. This will include consideration of environmental (including ecological, heritage and so on), property / land access and planning related risks and utilising the expert knowledge within the various teams available to you, in order to find solutions to problems that you will undoubtedly encounter.
* Liaising with and managing internal and external stakeholders such as NRW (and other delivery partner organisations and statutory bodies) to ensure timely and effective delivery, including to obtain consents and permissions
* Work collaboratively with our technical, operations, innovations and R&D teams to find the best solutions, including identification of enhancement opportunities / potential for multiple outcomes / benefits.
* To commission services of consultants and contractors, such as the procurement and commissioning of environmental and engineering studies and surveys and including managing and holding those suppliers accountable for delivery.
* Co-ordinating design, pre-start and other liaison meetings (virtual and on-site), to discuss project development matters, with other specialists, project management personnel, regulators and other stakeholders (National Park Authorities / Local Authorities / Mine Conservation bodies / landowners and similar).
* To review and challenge outputs from internal and external teams, including designs, concepts and reports.
* Prepare and present reports on progress and outcomes of projects, including monthly reports, financial management, investment board papers and business cases.
* Conduct site visits during project development stages, check on installation, maintenance and performance of assets, both during and post construction.
* To be proactive in identifying risks and opportunities during project development and delivery, promoting best environmental practice and driving projects towards more sustainable outcomes / deliverables, considering the principles of Sustainable Development.
* Co-ordinating and producing project programmes and project management and control documentation including risk registers, stakeholder engagement plans, land plans etc, and liaising with consultants and contractors to ensure implementation of mitigation actions where required.
* To be responsible and accountable for the project budget from inception through to post commissioning for contracts, ensuring projects have agreed objectives and milestones and that they are managed to time and to cost.
* To lead, mentor and coach less experienced members of staff.

**General**

* To act in accordance with the behaviours and values of the organisation.
* To manage your own performance to be accountable for meeting individual, team and corporate objectives.
* To act in accordance with the Scheme of Delegation and ensure propriety and regularity in the handling of public funds.
* To comply with and contribute to the improvement of operational and team processes and procedures.
* To assist with the preparation and execution of the team’s objectives, budgets and financial records.
* To identify opportunities and implement change leading to team development, system improvement and good value for money.
* To maintain and develop positive stakeholder relationships in order to promote the Authority and assist it to meet its objectives.
* To support research and development projects.
* To ensure that the Authority’s statutory responsibilities are effectively discharged.
* To carry out any further reasonable requests from your line manager.

**Competencies Level**

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| **Seeing the bigger picture**  has an in-depth understanding and knowledge of how the role fits with and supports The Coal Authority’s business priorities | **4** |
| **Changing and improving**  responsive, innovative and seek out opportunities for continuous improvement | **4** |
| **Making effective decisions**  objective; uses sound judgement, evidence and knowledge to provide accurate, expert and professional advice in a timely manner | **4** |
| **Leading and communicating**  leads from the front and communicates with clarity, conviction and enthusiasm | **4** |
| **Collaborating and partnering**  creates and maintains positive, professional and trusting working relationships with a wide range of people, within and outside The Coal Authority, to achieve results | **4** |
| **Building capability for all**  has a strong focus on continuous learning for self, others and the organisation | **4** |
| **Achieving commercial outcomes**  has a commercial, financial and sustainable mind-set to ensure all products and services deliver added value and stimulate growth | **4** |
| **Delivering good value for money**  achieves a good mix of quality and effectiveness for minimal cost and to improve return on investment | **4** |
| **Managing a quality service**  plans, organises and manages their time and activities to deliver a high-quality customer experience | **4** |
| **Delivering at pace**  delivers timely performance, with energy, and taking responsibility and accountability for high-quality outcomes | **4** |

**Person specification**

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| **Job Title:** Project Manager (Wales)  **Section/Department:** Environment | | |
|  | **Essential** | **Desirable** |
| **Qualifications and Training** | No minimum qualification set if candidate can demonstrate relevant experience as required in the role | Degree or equivalent together with corporate membership of a relevant professional body  Qualification in relevant field for example APM Qualification or equivalent, NEC Accredited Project Manager |
| **Experience and Knowledge** | Experience of project management processes, tools and techniques including programmes / work schedules  Experience in contract management and / or managing external consultants and contractors under NEC (or similar) conditions of contract  Experience of dealing with stakeholders which could include internal and external clients and teams, consultants, contractors, members of the public, landowners | Experience of working on related multidisciplinary projects, such as contaminated land, pollution remediation infrastructure projects and / or water treatment schemes including wetlands / SUDS  Experience of managing development / construction projects including significant civil engineering and earth moving  Experience of working in a programme and project management environment  Experience / working knowledge of other sustainability considerations related to development projects including carbon management, natural capital, ecosystems services and implementing the principles of SMNR on development / construction projects |
| **Abilities and Skills** | Project Management  Report writing skills  Negotiation skills  Supervisory skills  Interpersonal skills  Financial monitoring and control  Ability to deal with sustained and high workloads  Working to tight deadlines | Experienced user of MS Project or similar programme / work scheduling tool  Experienced user of MS Office tools (including Word, Excel, Powerpoint, Teams) or similar applications  Welsh language skills, spoken and written |
| **Other** | Reasonable travel (needing full UK driving licence) for business purposes, potentially of c.10,000 miles per year, including visits to development and construction sites and Cardiff office and which may include regular overnight stays |  |