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**Job Title**: Principal Project Manager

**Department:** Public Safety & Subsidence

**Reports to:** Head of Public Safety and Subsidence

**Direct Reports:** Project Managers and Project Support Officers

**Location:** Activity-based on site

**Contract Type:** Permanent

**Grade:** 5+

**Main purpose of the job**

To lead your team to achieve the objectives of the Public Safety & Subsidence department in compliance with statutory and regulatory requirements including:

* Ensure customer and community focused resolution to Public Safety & Subsidence projects by managing regional based project managers
* Ensure we meet our emergency response performance indicators
* To work collaboratively with external partners to achieve optimal outcomes for the communities we serve
* Provide oversight, governance and senior level management to ensure effective delivery of Public Safety & Subsidence projects
* Provide effective leadership to implement our aims of net zero goal and environment and social value ambitions in our Public Safety & Subsidence work
* Demonstrate statutory awareness across all areas of work, with a particular focus on the Coal mining and subsidence Act 1991 and the Coal Industry Act 1994.

**Responsibilities**

**Specific**

* Be accountable for the delivery programme of Public Safety & Subsidence works to the stated objectives, on time and within budget
* Leading by example, assisting delivery of continuous improvement, performance and forward strategy across the Public Safety & Subsidence department
* Work closely and collaboratively with internal departments and external partners to ensure the best outcomes for the communities we serve
* To ensure that the programme of projects is adequately progressed and resourced, that the determination of liability is correctly achieved and that customers are effectively managed
* To manage project finances, and to review provisions, accruals and future forecasts against budget. To ensure that services are correctly specified and procured
* To act as a public interface, representing the Mining Remediation Authority and dealing with live enquiries from members of the public, and other relevant partners

**General**

* Problem solve and escalate any issues that arise, liaise with a variety of senior stakeholders, provide reports and detailed information as required
* Review and ensure Business Cases are compliant and meet required standards, and enable project delivery and appropriate handling of public funds
* Comply with our people policies and procedures, set individual objectives, identify training needs and hold team members to account for their performance
* Manage the appointment and subsequent performance of contractors to the appropriate commercial, financial and delivery standards
* Act in line with the behaviours and values of the organisation. Visibly role model the corporate values of the Mining Remediation Authority
* Assist with the preparation and delivery of the team’s objectives, budgets and financial records
* Actively promote customer service standards and relationships expected of your role and your team to meet the objectives of the Mining Remediation Authority
* To ensure that the requirements of the Mining Remediation Authority’s health and safety and environmental management systems are implemented and maintained within your team.
* To ensure that all Public Safety & Subsidence projects comply with NEC4 standards, compliance and contractual requirements

**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 Mining Remediation Authority business priorities | **5** |
| **Changing and improving** - responsive, innovative and seek out opportunities for continuous improvement | **5** |
| **Making effective decisions** - objective; uses sound judgement, evidence and knowledge to provide accurate, expert and professional advice in a timely manner | **5** |
| **Leading and communicating** - leads from the front and communicates with clarity, conviction and enthusiasm | **5** |
| **Collaborating and partnering** - creates and maintains positive, professional and trusting working relationships with a wide range of people, within and outside the Mining Remediation Authority, to achieve results | **5** |
| **Building capability for all** - has a strong focus on continuous learning for self, others and the organisation | **5** |
| **Achieving commercial outcomes** - has a commercial, financial and sustainable mind-set to ensure all products and services deliver added value and stimulate growth | **5** |
| **Delivering good value for money** - achieves a good mix of quality and effectiveness for minimal cost and to improve return on investment | **5** |
| **Managing a quality service** - plans, organises and manages their time and activities to deliver a high-quality customer experience | **5** |
| **Delivering at pace** - delivers timely performance, with energy, and taking responsibility and accountability for high-quality outcomes | **5** |

**Person specification**

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| **Job Title:** Principal Project Manager **Department:** Public Safety & Subsidence | | |
|  | **Essential** | **Desirable** |
| **Qualifications and Training** | * A project Management qualification such as APMP/APM(PMQ)/Prince2. | * A relevant degree in project management, construction management, engineering or a related field. |
| **Experience and Knowledge** | * Working knowledge of Health and Safety legislation * Good technical knowledge of construction and/or engineering practices * Working knowledge of NEC4 * Experience of working with customers, the general public and stakeholders across all levels * Success in developing team members | * Experience in contract management * Experience with political engagement and complaint management * Experience in coal mining liabilities * Knowledge of coal mining subsidence legislation * Experience of interpreting mining related information |
| **Skills and Abilities** | * Good interpersonal, managerial and budgetary skills * Excellent written, communication and presentation skills * Track record of leading and developing multi-disciplined teams * Good negotiation and influencing skills * Ability to deal with a high volume and detailed workload |  |
| **Other** | * Able to travel on business to attend meetings and site visits across all regions including regular overnight stays |  |

