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**Faculty of Technology**

**School of Mathematics and Physics**

**Future Transport Zone Project Manager**

**ZZ006566**

**Information for Candidates**

**THE POST**

Please see the attached job description and person specification.

**THE TERMS OF APPOINTMENT**

Full-time

Fixed term

Salary is in the range £40,322 - £49,553 per annum and progress to the top of the scale is by annual increments payable on 1st April each year. Salary is paid into a bank or building society monthly in arrears.

The full-time standard University hours are 37 per week which are normally from 8.30 a.m. to 5.15 p.m. Monday to Thursday and 8.30 a.m. to 4.15 p.m. Friday with one hour and ten minutes for lunch.  Specific times may vary according to the Department concerned. If the position is part-time, the hours and days worked will either be as stated in the advert or discussed at interview/appointment. Overtime is not normally payable but time off in lieu may be given.

Annual leave entitlement is 32 working days in a full leave year. If you work less than 37 hours per week, your leave will be calculated on a pro-rata basis. The leave year commences on 1 October and staff starting and leaving during that period accrue leave on a pro-rata basis. In addition, the University is normally closed from Christmas Eve until New Year’s Day inclusive and on bank holidays.

The Appointee will be entitled to join the Local Government Pension Scheme. The scheme's provisions include an index-linked pension with an option to exchange some pension for a lump sum on retirement together with dependants’ benefits. Contributions by the employee are subject to tax relief.

It is a condition of the appointment for the proper performance of the duties of the post that the appointee will take up residence at a location such that they are able to fulfil the full range of their contractual duties. This residential requirement will be expected to be fulfilled within twelve months of taking up the appointment. The University has a scheme of financial assistance towards the cost of relocation, details of which can be found on the University website:

<http://www.port.ac.uk/departments/services/humanresources/recruitmentandselection/informationforapplicants/removalandseparationguidelines>

There is a probationary period of six months during which new staff are expected to demonstrate their suitability for the post.

There is a comprehensive sickness and maternity benefits scheme.

**All interview applicants will be required to bring their passport or full birth certificate and any other 'Right to Work' information to interview where it will be copied and verified.** The successful applicant will not be able to start work until their right to work documentation has been verified.

Please note if you are the successful candidate once the verbal offer of employment has been made and accepted, references will be immediately requested. It is the University’s policy that all employment covering the past three years is referenced. A minimum of two references is required to cover this three-year period of employment or study (where there has been no employment). One of your referees must be your current or most recent employer.

The successful candidate will need to bring documentary evidence of their qualifications to Human Resources on taking up their appointment.

If the position has a requirement for Disclosure and Barring Service check (DBS) or Non-Police Personnel Vetting (NPPV), this will be stated in the advert. Further information will be provided once the selection process has been completed.

All applications must be submitted by 23:59 (UK time) on the closing date published.



**UNIVERSITY OF PORTSMOUTH – RECRUITMENT PAPERWORK**

1. **JOB DESCRIPTION**

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| **Job Title:** | Future Transport Zone Project Manager |
| **Grade:** | 8 |
| **Faculty/Centre:** | Faculty of Technology |
| **Department/Service:****Location:** | School of Mathematics and PhysicsLion Gate Building |
| **Position Reference No:** | ZZ006566 |
| **Responsible to:** | Professor Djamila Ouelhadj, Chair of Logistics, OR and Analytics Research Group and Director of the Intelligent Transport Cluster |
| **Responsible for:** | N/A |
| **Effective date of job description:** | Nov 2020 |

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| **Purpose of Job:** |
| Future Transport Zone is a £28.75 million programme funded by the Department for Transport to develop a three-year Solent Future Transport Zone (FTZ) programme. The programme will implement and trial innovative and sustainable solutions for the mobility of people and freight. This is a multidisciplinary project in collaboration with the University of Southampton and Solent Transport, comprising Southampton City Council, Portsmouth City Council, Isle of Wight Council, and Hampshire County Council. The University of Portsmouth will develop Mobility as a Service (MaaS) App in collaboration with a MaaS provider and investigate travel behaviour change to reduce private car usage, making travel journeys smarter and greener within the City of Portsmouth and the wider Solent area. The team will also investigate the environmental impacts of freight movement within the City of Portsmouth and the wider Solent areas, and develop innovative and sustainable approaches to urban logistics, reducing the impact that goods movement has on congestion, air quality, safety and journey times. The University will trial new sustainable solutions for freight distribution including micro-consolidation for last mile delivery, macro-consolidation, and drone delivery for the NHS to move medical supplies between three hospitals in Hampshire - Southampton General Hospital, Queen Alexandra Hospital in Portsmouth and St Mary’s Hospital on the Isle of Wight.The FTZ Project Manager will join a team of academics and researchers across the University of Portsmouth to manage and coordinate the development and implementation of the University of Portsmouth contribution to the FTZ programme. The post holder will work closely with the Solent Transport, the University of Southampton and the stakeholders to ensure successful outcomes and tasks are executed effectively.  |

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| **Key Responsibilities:** |
| 1. Manage and monitor the projects of the University of Portsmouth on the FTZ programme to ensure successful and timely delivery within the budget. This will involve working with the University of Portsmouth team and the partners to deliver the programme and ensure robust programme management and reporting arrangements.
2. Act as Employer’s Representative where external project management has been engaged.
3. Work with the Line Manager to ensure that the Portsmouth element of the programme is delivered in a cost effective manner to the excellent standards, (i.e. to budget, to agreed timetables) and to the required quality, and complies with all funding body requirements.
4. Develop, manage and maintain positive working relationships with the partners and stakeholders.
5. Manage the project budgets ensuring delivery of projects that lead to clear and tangible benefits and spend is carried out in accordance with local authority guidelines and to the agreed project plans.
6. Manage and update the programme delivery plan in liaison with the partners and the Steering Group, and in agreement with the Board.
7. Maintain comprehensive and accurate files and a programme performance management system and ensure that all reporting processes are robust and well managed including the monitoring of project milestones, project deliverables and outputs.
8. Preparation and presentation of quarterly Programme Progress and Delivery reports for the partners, the Steering Group, Board and relevant Government Departments / funding agencies.
9. Support the University and its finance staff in delivering responsibilities for the management of the funds and the programme.
10. Ensure the maintenance of, and (with the partners) keep under review the programme risk register and ensure actions are taken to address any perceived risks.
11. Work with the Line Manager to ensure that Project Management documentation is maintained in line with business & legislative requirements.
12. Participate in external networks and events as required.
13. Work with colleagues to source data required for the research, including but not limited to travel behaviour surveys, traffic counts and public transport usage data.
14. Work collaboratively to proactively identify and manage dependencies across projects and other programmes led by the Solent Transport authorities.
15. Successful achievement of agreed project outcomes (including benefits realisation) through active delivery management.
16. Actively manage commercial relationships with key suppliers/partners required to deliver the projects and act as liaison between the University of Portsmouth, the local authorities and their respective delivery partners.
17. Liaise with the Solent FTZ Marketing and Communications Manager to promote the programme
18. Report to and attend meetings of the FTZ Board, FTZ Steering Group and FTZ Working Group as required.
19. Undertake Monitoring & Evaluation requirements for each project and feed into Quarterly and Annual Monitoring and Evaluation Reports.
20. Participate in and contribute to a performance & development review (PDR), ensuring that work produced is in line with the Department/Faculty/University aims
21. To comply with the University's Health and Safety Policy and pay due care to own safety and the safety of others. Report all accidents, near misses and unsafe circumstances to line management
22. Any other duties as may be reasonably required by the Line Manager including off site visits to partners
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| **Working Relationships:** |
| 1. Managed by Professor Djamila Ouelhadj
2. Working with academics and researchers across the University
3. Liaising with Department of Estates and Campus Services
4. Working with Solent Transport, Portsmouth City Council, Southampton City Council, Hampshire County Council, Isle of Wight Council and the University of Southampton
5. Working with stakeholders and MaaS providers
6. Working with admin, support and technical staff
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1. **PERSON SPECIFICATION**

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| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
| 1.1 | Knowledge of Mobility as a Service, travel behaviour change, and/or freight logistics | E | AF, S |
| 1.2 | Experience of transport project management  | E | AF, S |
| 1.3 | Experience in a management role and/or technology consulting / industrial / commercial environment with senior level interactions with organisations | E | AF, S |
| 1.4 | Experience of effective initiation and planning of projects or programmes, including engagement of stakeholders for successful delivery  | E | AF, S |
| 1.5 | Experience of successful delivery of transport programmes/projects through the full project lifecycle  | E | AF, S |
| 1.6 | Experience of successfully managing programme budgets in excess of £1m and operating in accordance with financial policy and requirements  | E | AF, S |
| 1.7 | Experience of overseeing programme level governance and management of key stakeholders in addition to project reporting  | E | AF, S |
| 1.8 | Clear understanding of risks/issues and their impact on project and programme success, including the definition and execution of effective risk mitigation actions | E | AF, S |
| 1.9 | Knowledge of relevant legislation and policy for transport | E | AF, S |
| 1.10 | Knowledge of the latest transport planning initiatives and best practice for transport | E | AF, S |
| 1.11 | Ability to multi-task across a number of projects and competing deadlines | E | AF, S |
| 1.12 | Experience of providing financial and status updates for project boards, programme boards and key governance processes | E | AF, S |
| 1.13 | Understanding of the benefits of research and knowledge exchange to commercial organisations | E | AF, S |
| 1.14 | Understanding of the transport commercial sector | E | AF, S |
| 1.15 | Knowledge of financial procedures relating to external funding | E | AF, S |
| 1.16 | Understanding of academic process and culture | D | AF, S |
| 1.17 | Administrative experience in Higher Education | D | AF, S |
| 1.18 | Knowledge of relevant legislation, procurement rules and legal arrangements  | D | AF, S |
| **2.** | **Skills & Abilities** |  | AF, S |
| 2.1 | Ability to analyse business needs and identify business solutions utilising a range of technologies, summarising key points to other people at all levels of seniority | E | AF, S |
| 2.2 | Excellent project management and problem solving skills | E | AF, S |
| 2.3 | Excellent client relationship management with strong interpersonal skills including discretion and the ability to establish and maintain trust | E | AF, S |
| 2.4 | Excellent communication skills with the ability to engage with a range of audiences | E | AF, S |
| 2.5 | Ability to interpret, analyse and present information in a clear and concise manner | E | AF, S |
| 2.6 | Ability to work effectively as part of multi-disciplinary teams across partner organisations and respond to demands | E | AF, S |
| 2.7 | Ability to work with a high degree of autonomy and prioritise tasks without the need for extensive supervision | E | AF, S |
| 2.8 | Excellent presentation skills using appropriate technology and tailored for specific audiences | E | AF, S |
| 2.9 | Excellent reporting and writing skills | E | AF, S |
| 2.10 | Ability to determine the types of surveys required for the projects | D | AF, S |
| 2.11 | Project management tools and systems | D | AF, S |
| 2.12 | Marketing and communications skills | D | AF, S |
| 2.13 | Excellent numeracy and budget management skills | E | AF, S |
| **3.**  | **Qualifications, Education and Training** |  | AF, S |
| 3.1 | Degree level or equivalent professional experience | E | AF |
| 3.2 | Project management qualification e.g. Prince 2 | E | AF |
| 3.3 | Postgraduate qualification in a relevant discipline | D | AF |
| **4.** | **Other Requirements** |  |  |
| 4.1 | Commitment to equality, diversity, respect and dignity | E | AF, S |
| 4.2 | Able to work in a team to deliver successful outcomes | E | AF, S |
| 4.3 | Listens to and respects the opinions of others | E | AF, S  |
| 4.4 | Meet deadlines | E | AF, S |
| 4.5 | Travel in the UK  | E | AF, S |

**Legend**

Rating of attribute: E = essential; D = desirable

Source of evidence: AF = Application Form; S = Selection Programme (including Interview, Test, Presentation)

**JOB HAZARD IDENTIFICATION FORM**

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| **Please tick box(s) if any of the below are likely to be encountered in this role. This is in order to identify potential job related hazards and minimise associated health effects as far as possible. Please use the** [**Job Hazard Information**](http://www.port.ac.uk/departments/services/humanresources/occupationalhealthservice/jobhazardinformation/filetodownload%2C164407%2Cen.doc) **document in order to do this and give details in the free text space provided.**  |
| 1. International travel/Fieldwork
 | X | 13. Substances to which COSHH regulations apply (including microorganisms, animal allergens, wood dust, chemicals, skin sensitizers and irritants, welding fume)  |  |
| 1. Manual Handling (of loads/people)
 |  | 14. Working at height |  |
| 1. Human tissue/body fluids (e.g. Healthcare settings, First Aiders, Nursery workers, Laboratory workers)
 |  | 15. Working with sewage, drains, river or canal water  |  |
| 1. Genetically Modified Organisms
 |  | 16. Confined spaces |  |
| 1. Noise > 80 DbA
 |  | 17. Vibrating tools  |  |
| 1. Night Working

 (between 2200 hrs and 0600 hrs) |  | 18. Diving |  |
| 1. Display screen equipment
 | X | 19. Compressed gases |  |
| 1. Repetitive tasks (e.g. pipette use etc)
 |  | 20. Small print/colour coding |  |
| 1. Ionising radiation/ non-ionising radiation/lasers/UV radiation
 | 21. Soil/bio-aerosols |  |
| 10. Asbestos and or lead  | 22. Nanomaterials  |
| 11. Driving on University business: mini- bus (over 9 seats), van, bus, forklift truck, drones only)  | 23. Workplace stressors (e.g. workload, relationships, job role etc)  |
| 12. Food handling  | 24. Other (please specify)  |

**Completed by Line Manager/Supervisor:**

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| **Name (block capitals)** | PROFESSOR DJAMILA OUELHADJ |
| **Date** | NOVEMBER 2020 |
| **Extension number** | 6355 |

Managers should use this form and the information contained in it during induction of new staff to identify any training needs or requirement for referral to Occupational Health (OH).

Should any of this associated information be unavailable please contact OH (Tel: 023 9284 3187) so that appropriate advice can be given.