**Job Description – Parking Framework Delivery Lead**

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| **Role Profile** | - | Project Manager (MUL101) |
| **Service/Team** | \_ | Parking Operations and Enforcement |
| **Reports to** | \_ | Head of Service |
| **Responsible for** | \_ | N/A |
| **Number of posts** | \_ | 0 |
| **Post number** | \_ |  |
| **Grade** | \_ | BCP J |

**My job improves the quality of life for the people of Bournemouth Christchurch and Poole by** achieving organisational success of strategic and operational Parking objectives through effective project management and collaboration. Activity supports the improvement of service delivery and delivers initiatives which enhance the council's efficiency and responsiveness to the needs of the community.

# Job Overview

Plans and manages the Councils Parking Framework through the delivery of multiple Parking related projects, programmes and public engagements of variable sizes.

Takes a collaborative approach to meet objectives and aims of the Parking Framework; coordinating the activity of the project team, stakeholders and sponsors to ensure delivery in line with time, quality and cost requirements.

# Key Responsibilities

* Plan and execute multiple projects of variable sizes through the project lifecycle, using suitable parking related framework and project management methodologies.
* Define project scope, objectives and deliverables in collaboration with stakeholders, where appropriate with support from the wider Parking team. Develop project approach and use associated tools and methods to drive execution of objectives ensuring relevant legislation and local policies are adhered to.
* Identify project resources, assign tasks and direction of project team to ensure optimal performance and successful outputs.
* Facilitate effective communication and collaboration, fostering a positive and inclusive team environment and focus on delivery.
* Monitor project progress, track key milestones and provide regular updates to stakeholders through a variety of reporting methods, identifying and mitigating risks and issues as they arise. Escalate confidently when necessary to ensure project success.
* Conduct comprehensive data and trend analysis, with a focus on income and usage patterns, to inform strategic decision-making.
* Utilise statistical tools and software to analyse large datasets, identifying key trends and insights related to income and usage.
* Develop and present detailed reports and visualisations that highlight findings and recommendations based on data analysis.
* Collaborate with cross-functional teams to integrate data-driven insights into business strategies and operations.
* Monitor and evaluate the effectiveness of implemented strategies, making adjustments based on ongoing data analysis.

# Specific Qualifications and Experience

* Relevant degree (or equivalent experience)
* Advanced relevant professional qualification (or equivalent experience) with clearly evidenced continuous professional development and understanding of industry best practice and broader commercial awareness
* Membership of a relevant professional body (for example, CIHT, BPA, MILT)
* Detailed understanding of parking related legislation and guidance, for example Traffic Management Act 2004, Road Traffic Regulation Act 1984, Traffic Signs Regulations and Direction 2016, Highways Act 1980, The Local Authorities’ Traffic Orders (Procedure) (England and Wales) Regulations 1996
* Extensive work experience demonstrating practical and theoretical knowledge of effective project management in the Parking Sector or comparable business sector.
* Good knowledge of ICT including MS Office applications, GIS packages and relevant project management software and applications.
* Proven track record of delivering complex parking related projects on time, on budget and to quality standards.
* Experience of large-scale public engagement and consultation exercises
* Experience of successfully managing a complex and high-risk case load, planning and prioritising workload to respond effectively to changing or conflicting demands to ensure that deadlines are met.
* Able to build relationships and rapport quickly to partner with a business area with consideration to differing customer needs.
* Proficiency in data analysis techniques and tools to manipulate, map and analyse large datasets.
* Familiarity with data visualisation tools like Power BI, or similar software to create clear and informative reports.
* Experience in the Parking industry related to income and usage patterns, which helps in understanding the context and relevance of the data.
* Experience in monitoring the effectiveness of strategies and making data-informed adjustments.

# Personal Qualities & Attributes

* Strong communication and influencing skills. Able to motivate, inspire and influence positively and collaboratively. Able to resolve barriers to effective collaboration by communicating openly with others and challenging unhelpful behaviours.
* Problem solving and decision-making skills, with the ability to analyse, evaluate and resolve project issues and risks. Able to make evidence based, outcome focussed decisions with due consideration to risk without the need to refer complex decisions to management.
* Ability to communicate complex and sensitive information clearly and succinctly to a range of audiences in a focussed and engaging way.
* Demonstrates professional curiosity and a willingness to identify, create and implement more effective ways of working for the benefit of Services users.
* Able to coach and mentor others to support their professional development and for the benefit of the wider team.

# Job Requirements

• Must be able to travel, using public or other forms of transport where they are viable, or by holding a full driving licence.