

Job title:	Senior Project Manager
Indicative grade:	PO7
Department:	East London Waste Authority (ELWA)
Reports to:	Contract Manager
Responsible for:	Supporting contract expiry processes and activities
Number of posts supervised/managed:	None
Location:	Hybrid office/home working. Office location – Stratford, east London

(Please note, ELWA employs its staff via a service level agreement for human resources matters with the London Borough of Barking & Dagenham).

Job Purpose

- To support the Contracts Team to deliver key projects in pursuance of the overall business plan for the Authority.
- To contribute to the development and implementation of the contract expiry processes related to the de-mobilisation of the current integrated waste contract to ensure a smooth and successful exit for the East London Waste Authority (the Authority) and its Constituent Councils (Barking & Dagenham, Havering, Newham and Redbridge).
- You will design, develop, implement, monitor and review a project timeline, its key milestones and risks and ultimately its delivery against schedule.
- You will work alongside the team driving the development and implementation of new contractual arrangements, ensuring that expiry of the current contract and transition to new arrangements functions smoothly.
- You will manage significant information transfer as part of the contract expiry process and will take ownership for ensuring the quality and timely exchange of information with key stakeholders is maintained.
- To provide support on other Procurement and Contract Expiry (PACE) matters within the wider team.
- Liaison with internal and external advisers, including preparing and assessing work orders and submissions and progress monitoring.
- Collate technical information to prepare briefings and reports to Constituent Councils, the Authority and Members/Senior Managers.
- The role requires significant programme and project management skills, working on large and complex projects and preferably experience of partnership working across a number of organisations, particularly in a contract environment.

- The role requires having or very quickly gaining knowledge of the waste, recycling and resource management industry to ensure a good understanding of the processes and contractual relationships between the stakeholders.
- You will also contribute to the overall contract management function of the Authority, supporting the Contract Manager in delivering best value for the Authority and the successful performance of the contract.
- The postholder will deputise when appropriate for the Contract Manager, particularly during the contract expiry process.

Statutory requirements

- None

Customer Care

- Provide services that are fair and accessible to all, challenging existing practices that support any outdated cultures, and thinking always of the customer (whether residents, local businesses or the Constituent Councils).
- Listen to and respond to every customer in a way that demonstrates courtesy, respect and understanding of their individual needs both internally and externally.
- Maintain clear communication with customers concerning expectations and progress.
- Take responsibility for resolving customer queries and responding to requests promptly and within applicable service standards/timeframes.

People management

- None

General Accountabilities and Responsibilities

- Comply and ensure compliance with appropriate legislation.
- Ensure compliance with and actively promote the Equalities and Diversity policies and strategies and comply with the Equality Act 2010 and associated guidance.
- Ensure compliance with and actively promote Health and Safety policies and procedures and comply with the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and associated guidance.
- Ensure compliance with and actively promote data management and protection policies and comply with the General Data Protection Regulation and the Data Protection Act 2018 and associated guidance.
- Ensure compliance with and actively promote ELWA's modern slavery policy in relation to services and supply chains and comply with the Modern Slavery Act 2018 and associated guidance.
- Ensure high standards of records management and assume responsibility for all information assigned to the post.
- Comply with the competencies and standard requisites agreed by the Authority as relevant to your post.
- Take responsibility for continuing self-development and participate in training and development activities.

The above-mentioned duties are neither exclusive nor exhaustive and the postholder may be called upon to carry out such other appropriate duties as may be required by the Contract Manager within the grading level of the post and the competence of the postholder.

Person Specification

Attributes	Job Requirements	Method of Assessment
Education and Qualifications	A degree or relevant experience of a level that is appropriate to the role	Application
Knowledge, Experience and Skills	Substantial experience of project management at a senior level	Application and Interview
	Substantial experience of working on complex projects and delivery of outputs to time and budget	Application and Interview
	Proven experience in managing commercially sensitive and confidential information	Application and Interview
	Good knowledge of the UK waste / environmental industry and legislation	Application and Interview
	Strong numeracy skills and ability to manipulate large data sets	Application and Interview
	Strong literacy skills and ability to interpret technical information, summarise and collate information, and write concise and detailed reports.	Application and interview
	Strong skills in building robust, proactive relationships with internal and external stakeholders	Application and Interview
	The proven ability to manage a varied portfolio of work with multiple fixed deadlines and strategic priorities	Application and Interview
Personal Qualities	Deliver - I am responsible for my actions, make decisions and can explain why I made them	Application and Interview
	Respond - Sets high standards, collects and makes use of feedback to develop and improve outcomes	Application and Interview
	Inspire - I work with my team and others to get things done and never leave a problem unsolved	Application and Interview

	Value - I take pride in my work, and represent the East London Waste Authority in a positive way, sending the right message to key stakeholders, colleagues, residents, customers and partners in the way that I communicate and behave	Application and Interview
	Engage - Works with others to ensure that projects and tasks are completed within agreed timelines	Application and Interview