



Job Description

This job description has been designed to indicate the general nature and level of work required of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list, and the line manager may vary duties from time to time which do not change the general character of the job, or the level of responsibility entailed.

Post Details	
Job Title	Capital Schemes Project Manager
Service	Place & Growth - Highways & Transport
Team	Capital Schemes
Location	Council Offices, Shute End
Reports to	Capital Schemes Programme Manager
Worker Style	Hybrid - Remote working with attendance at Council offices as and when required
Responsible for	Senior Engineer, Graduate Engineer, Apprentice
Grade	10
Contract Type	Permanent
Post number (if known)	711135

Main Accountabilities	
1.	Project Manage schemes to meet its strategic priorities and support the company's approach. Multi-faceted programme with key senior stakeholder engagement requiring strong management of plans and milestones, monitoring and action tracking, production of outputs and working at pace.
2.	Completing technical designs to relevant UK standards (DMRB, Manual for streets, MCHW, among others) as well as producing high standard professional written technical reports.
3.	Drafting & Managing various construction contracts including but not limited to NEC
4.	Liaising and maintaining constructive and collaborative relationships with internal and external clients. Answering queries and responding to technical issues, providing support, and ensuring that we deliver successful outcomes, which improve our services, customer outcomes, and savings.
5.	

Person Specification	Essential	Desirable
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Education/Qualifications	Bachelors Degree in Engineering	Masters Degree in Engineering/ Project Management qualifications (Prince 2 or APM PMQ)/ Chartered Civil Engineer (or working towards) with relevant body.
Experience	Experience managing projects/contracts from concept design through to construction with a minimum of 5 years in a management position/ Pavement Design Experience Highway Drainage design experience	
Skills/Knowledge	Sound working knowledge of relevant national and international highway related standards (e.g. DMRB, SHW, Traffic Signs Manual, Manual for Streets), contracts (e.g. ICE, NEC, and FIDIC), methodologies and procedures Experience in efficiently using AutoCAD Civils 2D software to produce Highway plans.	Experience in efficiently using AutoCAD Civils 3D software to produce Highway plans. Experience using AutoCad Key Sign/Key Line softwares

Purpose Details

Service Purpose	To drive, lead and manage change activity to increase the efficiency and outcomes for Wokingham Borough Council and its residents. Working collaboratively with senior and key stakeholders, ensuring involvement and engagement to deliver the objectives of the Council's Change Portfolio. Responsible for the successful implementation of programmes/projects within the organisation, ensuring benefits are realised within the timescales agreed. To build effective relationships with Directorate teams, embedding new behaviours and a culture of continuous improvement for the future. Responsible for the Digital ambition of the Council, through the adoption of technology to improve the customer experience.
Role Purpose	The Capital Schemes Project Manager will provide project management services to support strategic programmes and activities within the Capital Schemes team. Responsible for managing projects in accordance with our change framework, across the portfolio of projects for the services. Working independently and pro-actively leading on the delivery of the key objectives, engaging with managing stakeholders, and delivering high quality outputs and outcomes under little supervision. Working as a team player to deliver projects within time and budget, as well as overseeing and supporting the development of others (apprentices, technicians, and graduates). Overseeing external consultants, specialists, and contractors to ensure quality and compliance with the civil engineering industry's standards.

Supervision and Relationships

Supervision Received	Capital Schemes Programme Manager, Head of Engineering, Development and Delivery
Supervision Given	Senior Engineers, Graduate Engineers, Apprentices





Contacts	All internal teams , Suppliers, Members of the public, Contractors, Consultants...
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Resources/Budget Management
Manage resource and budgets assigned to projects

Special Requirements
Some travelling to sites will be required, therefore driving licence is a desired although not compulsory. Some lone working is expect when conducting site visits

Occupational Health Risk Assessment	Details
Skin/Respiratory Sensitisers	N
Working at Height	N
Exposure to Noise (>80-85dB)	N
Confined Spaces	N
Frequent Display Screen Equipment Use	Y
Driving for Work	Y
Hand Arm Vibration	N
Lone Working	Y
Healthcare/Social Contact with Patients	N
Blood Borne Viruses Exposure	N
Food Handling	N
Working with Animals	N
Specialised Medical Screening	N
Night Working	N
Safety Critical Work	N





WOKINGHAM
BOROUGH COUNCIL

Nature of the Role	Details
Healthcare or Hospital Work	N
Working with Children (under 18)	N
Working with Elderly/Vulnerable Adults	N
Work Environment Details	Hybrid working - Home/Office/Site

Role Involvement	Details
Working with Children	N
Working with Vulnerable Adults	N
Both of the Above	N
Providing Care/Supervision for Children	N
Providing Care/Supervision for Vulnerable Adults	N
Both of the Above	N
None of the Above	Y

Disclosure and Barring Service (DBS)	Details
DBS Requirement	N/A
Eligibility Tool	Find out which DBS check is right for your employee - GOV.UK (Find out which DBS check is right for your employee - GOV.UK)

Re-checks
N/A

Evaluation Declaration	
Date of Evaluation:	25/08/2026
Evaluated by:	Adam Matthews, Capital Schemes Programme Manager

