ORKNEY ISLANDS COUNCIL

Senior Harbours Project Manager

Harbour Authority Building, Scapa, Orkney

At a glance:

Grade: M
Salary: As per advert

Allowances:

- Distant Islands Allowance, where applicable

Job Purpose:

This role will lead the delivery of all harbour-related capital, maintenance and infrastructure projects, ensuring they are engineered to high technical standards, commercially robust and fully compliant with all statutory and regulatory requirements.

For application support contact **hrsupport@orkney.gov.uk** or call **01856 873535 ext.2250**

Benefits and Support

34 days annual leave, increasing to 39 days over 5 years, inclusive of Public Holidays (pro-rata)	Supported to work and earn whilst achieving qualification
Local Government Pension Scheme	Maternity, Paternity and Sick Pay
Comprehensive induction process	Employee Assistance Programme

Job Overview

Service Managers are high value, organisational leaders at the forefront of core service delivery, professional standards, and improvement. Service Managers will be subject matter experts in their professional discipline and engage with the extended Corporate Leadership Team on performance, key service developments, opportunities for improvement and support a high-performance culture.

Service Managers will collaborate with each other and the wider leadership team to ensure the development of integrated, progressive service models that minimise waste and maximise impact, exploit the potential of partnership and provide best value for customers/service users.

Service Managers will be responsible for designing services, informed by customer insight, and deploying available resources to deliver outstanding customer service to communities across Orkney consistent within the Councils strategic priorities and ambitions.

Service Managers will drive the continuous improvement of services and enhancing service performance through the design and deployment of new systems of work, processes, developing skills and new technologies.

Service Managers will be confident in their own ability and ambitious to find the best solution and put customers/service users first with every interaction, every task, every transaction, every time.

Service Managers will enable staff to deliver for customers/service users by building capacity, capability, and confidence of the team to deliver outstanding services that are valued by those customers/service users.

Service Managers are people managers and will create an environment where staff are highly engaged and energised and so able to give their best; supporting staff to appreciate their personal contribution to the team and wider organisational performance enabling every individual respond to the changing demands of their role as customer needs and service models evolve.

Service Managers will encourage a work culture of continuous learning, information sharing, and professional development

Core Service Manager Duties and Responsibilities

Provide high quality, effective management and Service leadership.
Promote change and innovation in accordance with the Council's vision and direction.
Place customer needs at the centre of all decision making.
Demonstrate resilience and integrity and lead through challenging circumstances.
Take initiative and accept responsibility to ensure that effective outcomes are achieved.
Develop new ways of working to support continuous improvement.
Maintain and promote the core values and goals of the Council/Service and ensure they are communicated effectively to employees.
Actively establish support and implement Council/Service objectives and be accountable for their delivery in accordance with Best Value.
Ensure compliance with all requirements in terms of internal and external audit, inspection and accreditation as relevant to your areas of responsibility.
Ensure that employees within your area of management responsibility are consulted, engaged and kept well informed about Council/Service objectives and priorities and matters that impact on their employment and the service they provide.
Ensure that employees are enabled to contribute their ideas and views in the pursuit of Service objectives.
Effective direction and line management of a team of staff. You are responsible for both ensuring the fair and effective implementation and direct implementation of Council Human Resources policies and procedures across their area of responsibility.
Develop service plans and policies, to which you will follow due governance by presenting to relevant Council Committees.
Continually review performance within your specific Service areas to ensure the highest quality service. You will support colleagues in achieving this within their own Service areas.
Work co-operatively with others (including external organisations where appropriate) to meet Council and Service objectives.
Actively promote and deliver equality of opportunity to employees and service users.
Actively contribute to a flexible, agile and learning organisation to ensure long-term sustainable services.
Management, direction, co-ordination, development and effective deployment of employees or others.
Determining service/functional priorities and targets and reviewing activities and working methods
Value others by delegating responsibility and demonstrating trust within agreed boundaries.
Contribute to creating, sustaining and enhancing a culture where innovation and managed risk-taking are encouraged.

Ensure compliance with, and best practice in; legislation, regulation, government and Council Standing Orders, regulations and policies to secure organisational performance improvement and increased customer satisfaction.

Contribute to a corporate and integrated, consistent approach to the development and implementation of the Council and Service policies and strategic initiatives.

Represent the Service at a local, regional or national level as relevant to your areas of responsibility.

As required, act as Lead Professional Adviser to the Council and provide relevant professional, specialist and/or technical advice and guidance to CLT/Council.

You will hold budget responsibility and are accountable for ensuring the effective management of the budgets within the scope of the role and must balance this budget at year end. The overall budget responsibility is up to £10m.

You will participate in the budget setting process for the Service and to monitor the delegated budgets ensuring that value for money is achieved and that spending is allocated in accordance with agreed priorities, as stated in your council approved improvement plan and budget profile.

You will implement financial prudence and management in line with Finance Service Policy to ensure that budgets are not overspent, that any expenditure is justifiable and takes due recognition of the Council's needs and the public pound.

Use resources appropriately to achieve Best Value results for the organisation and the wider community, keeping an appropriate balance between cost, quality and price.

You are required to engage with a wide range of people including, members of the public, service users, external agencies, elected members, senior management, Scottish Government, CoSLA and other statutory bodies.

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Role Specific Duties and Responsibilities

Leading, managing and developing core service delivery, high standards, continual improvement and the delivery of a culture of high performance and supporting the Head of Service in the strategic direction of the following areas of service:

- Provide high-quality leadership and effective management of harbour-related project delivery, ensuring that engineering, commercial and regulatory standards are consistently met.
- Lead the development and implementation of short, medium and long-term asset management plans for piers, harbours, vessels and airfields, ensuring investment decisions support safe, resilient and sustainable operations.
- Drive continuous improvement by developing new systems of work, modern project management approaches and innovative solutions that enhance service performance and customer outcomes.
- Manage, direct and support project teams, ensuring staff are engaged, informed, developed and able to contribute ideas that improve service delivery, while applying HR policies fairly and consistently.

- Oversee project governance, procurement, contract management, risk management and compliance with all relevant legislation, audit requirements, safety frameworks and Council policies.
- Lead the preparation of service plans, policies, business cases and reports, presenting these through appropriate governance routes including Council Committees and working groups.
- Hold delegated budget responsibility for project portfolios, ensuring robust financial planning, monitoring and control, achieving Best Value and aligning spend with Council priorities.
- Work collaboratively with colleagues across Marine Services and Transportation, and with external partners, regulators, industry stakeholders and communities to deliver integrated, customer-focused outcomes.
- Represent the Service at local, regional and national levels, providing professional, technical and strategic advice to senior officers, Elected Members and external bodies as required.
- Promote and uphold the Council's values, fostering a culture of safety, equality, innovation, managed risk-taking and continuous learning across all areas of responsibility.

Responsibilities for All

Embody the Council Values of Accountable, Reliable, Considerate and Collaborative.	Participate in team meetings, 1 to 1s, supervision and good conversations process
Handle all information in confidence and in line with Data Protection requirements	Comply with the Council Employee Code of Conduct
Work safely to prevent risk to yourself and others	Comply with relevant professional body codes of practice/conduct
Ensure Equality, Diversity and Inclusion	Any other duties appropriate to your grade
Undertake mandatory and relevant training and development	Where required Support the Council's emergency response

Skills and Requirements

Must have

The minimum knowledge required for this role can be evidenced by:
Holding a qualification at SCQF 8/9 i.e. SVQ4, HND, General Degree, Higher Apprenticeship, Technical Apprenticeship, **or** having a minimum of 5 years previous relevant experience, as detailed in the below must haves.
Significant experience in managing complex capital and maintenance projects within an engineering, marine infrastructure or transport environment.
Strong financial and commercial acumen, including experience of budgeting, cost control, procurement and delivering Best Value.
Proven track record of effective people management, stakeholder engagement and partnership working across internal teams, contractors, regulators and communities.
Demonstrated ability to lead and deliver change, improve systems of work and drive continuous improvement across multi-disciplinary teams.
Strong understanding of regulatory frameworks relevant to harbours, marine assets and infrastructure projects, with the ability to ensure compliance and manage risk.
Excellent planning, organisational and problem-solving skills, with the ability to prioritise, make sound decisions and deliver high-quality outcomes under pressure.

Requirements of the Role

Disclosure/PVG:	Level 1 Disclosure Check	Convictions to Declare:	Current
Politically Restricted Post:	Yes	Sponsorship:	No
Work Additional Hours:	Yes		