

JOB DESCRIPTION

JOB TITLE:	Programme Manager
MANAGED BY:	Head of Capital Delivery
GRADE:	13

BACKGROUND

The West of England Mayoral Combined Authority (MCA) is seeking to appoint a Programme Manager to join the Infrastructure team.

This is an exciting time to join the West of England Mayoral Combined Authority. In the last year nearly three quarters of a billion pounds of new investment has been secured for the region. New plans are in place to deliver on Mayoral priorities to improve transport, skills and housing for our residents, take decisive action to tackle the climate emergency, and to support communities facing the cost-of-living crisis. There is a relentless focus on delivery to put the West of England on the map for regional, national and global success.

Led by the regional Metro Mayor, the West of England Mayoral Combined Authority brings together three local councils, the Local Enterprise Partnership and works with communities, other public services, and industry to deliver for the region.

You will be a key player as we create West of England Sustainable Transport. We are delivering on the big transport improvements people in the region need and deserve, changing how people travel, making journeys affordable, reliable, enjoyable, and safe.

Come and help shape the future of the West of England, a place so many people are proud to call home.

THE ROLE

The West of England Combined Authority is delivering approximately £1.2bn worth of infrastructure projects over the next number of years. We are looking for experienced Programme Managers to deliver a fundamental step change in the regions public transport network, helping us to meet our climate change targets. The Programme Managers will also be responsible for developing our permanent capability. Working with PMO and HR teams to improve our programme and project management capabilities, creating a best-in-class delivery function. The Programme team will work in collaboration with our Unitary Authority partners to foster a commercially focused, inclusive service provision. As a team we are committed to ensuring we deliver for the

business and communities in our region. The role is a senior position and significant experience of managing infrastructure projects is essential.

As a Programme Manager you will

- be accountable for delivery programmes, in conjunction with partners lead programmes through other organisations, in support of our Joint Local Transport Plan, Cities Region Sustainable Travel Settlement (CRSTS) and Environmental Strategies.
- monitor, report and provide support for bus, rail, environmental, walking & cycling, and other sustainable travel mode projects funded by the Combined Authority but delivered by others.
- be accountable for delivery of projects and programmes including Bus, Walking & Cycling and other sustainable transport modes funded and delivered by the combined authority.
- establish and deliver strong, collaborative partnerships with Public Transport operators in the region, as well as with our Unitary Authority partners.
- support the development of projects from concept to physical delivery, and post opening evaluation, in conjunction with the Combined Authorities Planning & Housing and Transport Teams.
- Remain accountable for the project and programme benefits until transferred into Business-As-Usual activities either within the Combined Authority, or transport operator partners or Unitary Authorities.
- work collaboratively with our other Programme Managers, and Unitary Authority Partners, to ensure effective, efficient and future proofed infrastructure delivery.
- support the review and evaluation of projects in conjunction with the Head of Commercial, Head of Grant Management and Assurance, and the PMO Manager.
- drive value for money and efficiencies through your programmes, identifying minimal viable products for infrastructure and system change projects.
- Ensure equality and diversity is at the heart of everything we do, with a community lead ethos.

KEY RESPONSIBILITIES

- Accountable for a suite of projects to time, cost and quality, engaging with key internal and external stakeholders to ensure success
- Develop, manage and influence schedules and cost plans for your projects and programmes.
- Develop, coach, line manage more junior members of staff, working with HR and PMO on the Combined Authorities learning and development programme
- Manage change to project and programme requirements, cost, quality, time and cost, through the combined authorities change governance through the Programme Management Office (PMO)
- Manage risks, assumptions, dependencies, issues and opportunities across the programme.
- To advocate and lead the development of projects from concept to physical delivery and post opening evaluation in conjunction with the Transport Team

- Ensure the portfolio of projects links clearly with the overall Business Plan, Joint Local Transport Plan and Local Industrial Strategy
- Embed a strong team safety culture and ensure compliance to H&S legislation, including CDM.
- Commission, procure and manage technical resources required for the delivery of projects via the West of England Professional Services Framework
- Manage the procurement of construction contracts and subsequent contractual project management in conjunction with the Procurement & Commercial Team
- Ensure compliance to Environmental legislation and deliver best practice sustainability initiatives in conjunction with the Environmental Team
- Report on project progress to internal and external stakeholders and through the PMO, and democratic governance structure
- Collaborate effectively with Public Transport Operators, Unitary Authorities and other partners to ensure the portfolio of projects aligns with regional priorities
- Manage the production of business cases to bid for project funding through the Combined Authorities governance, Central Government and other third-party funders and their respective approach to project evaluation.
- Lead multi-disciplinary project teams to ensure successful delivery
- Lead meetings and present to key senior stakeholders on progress against delivery Present complex engineering schemes clearly and concisely in plain English to a range of stakeholders including the local media

PERSON SPECIFICATION

ESSENTIAL (MUST HAVE)

Qualifications and Knowledge

- Educated to degree level or equivalent in relevant academic subject with technical knowledge or have the relevant practical experience to demonstrate a commensurate level of technical knowledge within the transport sector
- Good knowledge of UK engineering design and construction projects
- Good knowledge of UK and EU Public Procurement Requirements
- in depth knowledge of Business Case development for public sector funding in the UK
- Excellent knowledge of the requirements of Corporate and Construction Health & Safety
- Qualification or significant experience in relevant project management disciplines and their practical application, including Risk Management

Experience

- Experience of large complex programme delivery particularly in Infrastructure

- Managing multi-disciplinary technical teams
- Experience of initiating and running quantitative cost risk assessments (QCRA)
- Experience of initiating and running quantitative schedule risk assessments (QSRA)
- Collating, preparing and presenting complex information to a range of key stakeholders to secure buy-in and engagement, including project performance reporting
- Collaborative working environments

Skills and Competencies

- Leadership skills and can operate with minimal direction
- Excellent project / programme management skills
- Excellent communicator
- Always work in a collaborative way while simultaneously setting direction
- Holds oneself and others to account for delivery
- Demonstrable commercial awareness
- Understanding of working in a political environment
- Leads, engages and encourages the development of others within the combined authority.

DESIRABLE

Qualifications and Knowledge

Chartered by a relevant industry body e.g., ICE, IStructE, RICS, APM and / or PRINCE 2 accreditation

REWARDS AND BENEFITS

Alongside a competitive salary, we offer an excellent benefits package including:

- 26/31 days annual leave plus bank holidays
- Generous Employer-Contribution Pension Scheme through the Avon Pension Fund
- Cycle to work scheme and secure bike parking
- Free eye tests for all display screen equipment (DSE) users
- Discounted monthly bus tickets
- Hybrid working to split your week between the office and home to help you achieve the best work/life balance and career goals.
- Carbon Literacy training is available for all staff at the Combined Authority. We are working towards the authority's aim of becoming a Gold Level Carbon Literate Organisation by 2025, which means having more than 50% of staff trained and certified as Carbon Literate.

We are based in a new bright, airy, modern office space, with all the latest technology, under a 10-minute walk from Bristol Temple Meads Train Station. We offer flexible and hybrid working options too if you would rather work from home, or another suitable location.

As an equal opportunities employer, we invite applicants to contact us to identify any additional support they may need during the recruitment process.

WE PAY THE LIVING WAGE

We're proud to have been accredited as a Living Wage Employer. Living Wage accreditation means that everyone working at The West of England and Combined Authority receives a minimum hourly wage of £15.84 - higher than the government minimum for over 21s, currently £11.44 per hour. Find out more [here](#).



WE ARE A FOUNDING MEMBER OF THE GOOD EMPLOYMENT CHARTER

We're proud to have been accredited as a founding Member of the West of England Good Employment Charter. Find out more about the charter [here](#).

