

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Assistant Project Manager
<b>MANAGED BY:</b>	Project Manager/Senior Project Manager
<b>GRADE:</b>	Grade 9

### BACKGROUND

The West of England Combined Authority is seeking to appoint an Assistant Project Manager to join the Infrastructure team.

This is an exciting time to join the West of England 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 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

Reporting into the Programme Manager, Senior Project Manager or Project Manager, the Assistant Project Manager will specialise in supporting the delivery of Infrastructure projects. The ideal candidate will have worked in a project environment and has an interest in developing their career in project management.

They will:

- be responsible for the delivery of projects or work packages, driving effective delivery in relation to time, cost, quality and benefits.
- support strong collaborative partnerships with our supply chain, as well as with our Unitary Authority partners.
- Support the delivery of the Metro Mayors Transport Vision for the Region.

This is an excellent role to further your career in project management.

## KEY RESPONSIBILITIES

- Supported by the Programme, Senior Project Manager or Project Manager, manage a project or work package to time, cost and quality, engaging with key internal and external stakeholders to ensure success.
- To identify and manage interdependencies against our overall corporate programme, Business Plan and other projects as required.
- Participate in the procurement of resources for the project and undertake the day-to-day oversight of those resources.
- Report on project progress to internal and external stakeholders and through the PMO, and democratic governance structure of the Combined Authority.
- Drive collaboration with Unitary Authorities and other partners to ensure projects align with regional priorities.
- Support the production of business cases to bid for project funding through our governance system, Central Government and other third-party funders.
- Support the Programme Managers and Transport Policy team in delivering the Combined Authorities' Transport Vision.
- Be an effective part of a multi-disciplinary project team to ensure successful delivery.
- Facilitate meetings and present to project stakeholders on progress against delivery.

## PERSON SPECIFICATION

### ESSENTIAL (MUST HAVE)

#### Qualifications and Knowledge

- Educated to degree level in relevant academic subject / or have the relevant practical experience to demonstrate a knowledge of the technical challenges within the transport sector.

#### Experience

- Project management experience, ideally in the delivery of transport and infrastructure projects.
- Reporting on delivery progress.
- Working in multi-disciplinary technical teams.
- Presenting information to a range of key stakeholders to secure buy-in and engagement.
- Strong organisational skills and experience of managing the achievement of key outcomes for your organisation.

#### Skills and Competencies

- Project management skills.
- IT literate, with excellent skills in software packages such as Microsoft Excel, Word, PowerPoint, Project, etc.
- Good communicator.
- Collaborative approach to work and willing/ the ability to attend in-person meetings where required

- Holds oneself and others to account for delivery.
- Most importantly, you will be a proactive person with a desire to develop your career in Project Management. You will want to make a difference.

## DESIRABLE

### *Qualifications and Knowledge*

- Knowledge of UK civil engineering design, construction and/or transport delivery.
- Knowledge of UK and EU Public Procurement Requirements.
- Qualification in relevant project management disciplines and their practical application, including Risk Management.
- Knowledge of the requirements of Corporate and Construction Health & Safety.
- Chartered / working towards chartership by a relevant industry body e.g., ICE, IStructE, RICS, APM.
- Understanding of working in a political environment.

## REWARDS AND BENEFITS

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

- 26 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 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 £15.17 - higher than the government minimum for over 23s, 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](#).

