

## JOB DESCRIPTION

<b>Job Title</b>	MetroWest Delivery Programme / Integration Manager (3 year fixed term)
<b>Managed by</b>	NSC and WECA Senior Responsible Officers - MetroWest
<b>Grade</b>	Senior Officer

### BACKGROUND

The West of England Combined Authority and North Somerset Council are working hand in hand with Network Rail to reopen the rail line to Portishead, reintroducing passenger services by 2024. MetroWest will transform rail travel in the region, generating over a million new rail journeys and giving 80,000 more people access to train services. Re-opening the Portishead Line will provide an hourly service between Portishead and Bristol Temple Meads with new stations at Pill and Portishead. It is a high-profile project both locally and nationally. We need to find the right person to provide a robust interface between the two clients, Network Rail as delivery partner and recognising DfT as a key stakeholder.

This role will support delivery against the tripartite Implementation Agreement between the West of England Combined Authority, North Somerset Council and Network Rail.

This would suit a contractor's Project Manager who would like to get client side experience and understand the future of devolved funding for significant and high profile infrastructure delivery.

### PURPOSE OF THE JOB

This is a crucial role in the delivery of the Portishead line. You will be reporting to North Somerset Council and West of England Combined Authority Senior Responsible Owners, and will be responsible for:

1. Delivery of the directly controlled client scope, and
2. Provide the programme interface with the Network Rail contracts:
  - Main works design and build contract
  - Signalling design and build
  - Mainline track and signalling delivery via existing frameworks

Your co-ordination and communication skills will be just as important as your engineering and construction contract delivery experience. You will be a team player who is able to hold yourself, and others, to account to support effective programme delivery. You will have significant construction management experience, but the largest contracts within the works will be managed by Network Rail. You will provide the programme oversight to ensure effective delivery.

You will need to build a strong trusting relationship based on effective communication, transparency and openness.

## KEY RESPONSIBILITIES

Specific responsibilities are being established as part of the establishment of an Integrated Delivery team, but key responsibilities are anticipated to include, but may not be limited to:

- Overall responsibility for the directly contracted client scope to enable efficient delivery on-site. This includes some early highway and ecology works, and other related activities. This includes monitoring actual progress against planned and assessing the application for payments from contractors.
- Responsibility for interface management with other members of the delivery team and understanding and actively managing the programme interface.
- Identify and address on site issues relating to safety, quality and progress. Taking appropriate and proportionate action to avoid the cessation of works or impact to interface milestones.
- Monitor works on site and draft reports to ensure information is reported to the client team in a timely and accurate manner, escalating any issues/concerns.
- Proactively communicate and co-ordinate with other site teams, to establish effective working relationships.
- Manage onsite briefings and safety moments, supporting the delivery of key messages across the programme
- Manage integration meetings with the contractors, ensure outputs are recorded and issued to the partners
- Undertake safety, environmental and quality inspections that support the project KPIs.
- Act as liaison between the highways activity and the client team at North Somerset Council (as Highways Authority).
- Work with the client team to record evidence of how contractors have met commitments and consents requirements.
- Liaise with project stakeholders including lineside neighbours, statutory bodies, utility providers, contractors.

## PERSON SPECIFICATION

### ESSENTIAL (MUST HAVE)

#### Qualifications & Knowledge

- Educated to degree level in relevant engineering subject with technical knowledge and relevant practical experience.
- experience of delivery of UK rail civil engineering design and construction projects.
- Qualification or significant experience in relevant project management disciplines and their practical application, including Risk Management
- Knowledge of the requirements of Construction Health & Safety, including CDM

### Experience

- Detailed CDM knowledge and experience of application.
- HSEA audits.
- Experience of managing delivery within a multi-contract environment including those where collaborative working is critical to success.
- Team and stakeholder management.
- Significant construction delivery experience.
- Collating, preparing and presenting complex information to a range of key stakeholders to secure buy-in and engagement, including project performance reporting.

### Skills & Competencies

- Project / programme management skills
- Excellent communication and relationship management
- Collaborative working with a diverse range of partners and their supply chains
- Holds oneself and others to account for delivery
- Demonstrable commercial awareness
- Understanding of working in a political environment

### DESIRABLE

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

### REWARDS & BENEFITS

- 25 days annual leave, rising to 30 after five years' continuous service, plus bank holidays, pro rata
- Auto-enrolment into the Avon Pension Fund
- Cycle to work scheme and secure bike parking
- Free eye tests for all display screen equipment (DSE) users
- Commuter Travel Club - WECA employees can sign up to receive discounted monthly bus tickets, unlimited bus travel for work or leisure within your chosen zone, automatic ticket renewal and price freeze for 12 months.