

JOB DESCRIPTION

JOB TITLE:	Project Manager
MANAGED BY:	Principal Officer
GRADE:	10

BACKGROUND

The West of England Combined Authority is acting as the employer, on behalf of the Western Gateway sub-National Transport Body (STB) is seeking to appoint a Project Manager officer. This is a two-year fixed term position as it is funding dependent. The Western Gateway Sub-national Transport Body is formed by an alliance of eight Local Authorities and one Combined Authority that have committed to work together to drive innovation, facilitate the transition to a decarbonised transport system, maximise economic growth and improve industrial productivity by strengthening travel connections to local, national, and international markets.

The role of the Western Gateway STB is to set the Strategic Transport Plan for the region, provide leadership on strategic transport matters and present our collective priorities for greater investment in transport in the Gateway area to government, by providing a single, unified voice for the region. This will be underpinned by the production of a regional evidence base that informs our long-term Strategic Transport Plan.

The Gateway area is home to over 3 million people and is set for a step-change in prosperity and productivity through an ambitious growth agenda over the next 20 years delivering 300,000 new homes and over 190,000 new jobs, as well as having a world class environment. It is both a highly desirable destination as well as a facilitator of movement through nationally significant travel corridors.

The Gateway area links England's South Coast to the Midlands, London and the South East to South Wales and the South West Peninsula to the rest of the UK.

THE ROLE

Reporting into the Principal Transport Officer, the Project Manager will support the delivery of key multi-disciplinary transport programmes and projects across the Western Gateway Sub-national Transport Body area. They will:

- Support the Principal Transport Officer and programme team in preparing, implementing and monitoring the Strategic Transport Plan and the associated transport related strategies for the Western Gateway region
- Be accountable for and manage the development and delivery of infrastructure projects, or parts of projects for the Western Gateway Sub-national Transport Body. This will include strategic and capital projects.
- Monitor, report and provide support for projects funded by the Western Gateway Sub-national Transport Body and delivered by others.
- Support strong, collaborative partnerships with the Combined Authority supply chain, as well as with other Local Authority partners.
- Support the review and evaluation of projects.

KEY RESPONSIBILITIES

- Support the Principal Transport Officer in developing, implementing and monitoring the Strategic Transport Plan and the Western Gateway sub-National Transport Body policies, and associated transport related strategies and schemes for the Western Gateway region.
- Be responsible for the development and delivery of infrastructure projects from concept to delivery, in a sustainable manner, to time, cost and quality, within corporate guidelines and to develop appropriate delivery strategies and plans for specific projects. Projects could be strategic or capital delivery.
- Budget reporting to the Department for Transport, Senior Officers Group and the Western Gateway Board.
- Support the recruitment and development of officers to the Western Gateway.
- Liaise with key internal and external stakeholders to ensure project success.
- Procure and manage technical resources required for the delivery of projects.
- Control project change, risks and contingency within the project life cycle.
- Report on project progress to key internal and external stakeholders including the Department for Transport and through the democratic governance structure of the Western Gateway Sub-national Transport Body.
- Support the production of business cases to bid for project funding through Central Government and other third-party funders.
- Support the Western Gateway's Programme Team, Senior Officers and Technical Officers and other teams and working groups in delivering projects and programmes.
- Present complex schemes, and strategic projects, clearly and concisely in plain English to a range of stakeholders.
- To procure and manage technical input and expertise in the commissioning of consultancy work for transport policies and projects.
- To prepare reports and presentations for the Western Gateway Board and other public meetings.

- To assist in any other areas of comparable work as may be required by the Technical Lead Officer because of workloads and priorities

PERSON SPECIFICATION

ESSENTIAL (MUST HAVE)

Qualifications and Knowledge

- Educated to degree level in relevant academic subject with significant project management knowledge or have the relevant practical experience to demonstrate a commensurate level of knowledge
- Qualification or significant experience in relevant project management disciplines and their practical application, including management of cost, risk, schedule, change and requirements
- Knowledge of UK engineering design and construction projects
- Understanding of UK and EU Public procurement requirements
- Knowledge of the requirements of corporate and construction health and safety

Experience

- Strong Project Management experience, with a clear understanding of what makes a successful project
- The experience and credibility to work effectively with senior managers and leaders
- Proven ability to understand and promote complex issues in a persuasive and sensitive manner
- Presenting complex information to a range of key stakeholders to secure buy-in and engagement

Skills and Competencies

- Excellent project management skills
- High standards of written and spoken communication
- Ability to work constructively as part of a team and work in a collaborative way while simultaneously setting direction
- Holds oneself and others to account for delivery
- Understanding of working in a political environment
- Excellent organisational and administrative skills for organising meetings, events and workshops, taking notes, allocating and chasing up actions.
- Able to research, collate and analyse complex issues and develop innovative approaches to problem solving.
- Excellent IT skills including managing and analysing data
- Able to prioritise workload, to work under pressure and meet deadlines, acting on own initiative when necessary.

DESIRABLE

Qualifications and Knowledge

- Chartered by a relevant industry body e.g. APM, Prince 2
- Experience of project management with the transport, planning & housing and /or infrastructure delivery sector
- Understanding of the local, regional, national and international environment relevant to the post.
- Experience of working in a highly visible public sector environment
- Project management skills and experience, including management of cost, risk, schedule, change and requirements

REWARDS AND BENEFITS

Through the West of England Combined Authority, Western Gateway staff receive:

- 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.

The Western Gateway office is part of the new West of England Combined Authority office providing 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 £14.21 - higher than the government minimum for over 23s, currently £9.50 per hour



It also means that anyone who provides services to, or has contracts with us, must pay the Living Wage, setting the bar for good employer practices in the region. This includes those who provide services to The West of England and Combined Authority, such as cleaning and facilities management contracts, as well as those who have contracts with us - such as IT providers.