# JOB DESCRIPTION

| JOB TITLE: | Senior Project Manager |
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| MANAGED BY: | Programme Manager |
| GRADE: | 11 |

## THE ROLE

Reporting to Future Transport Programme Manager, the Senior Project Manager will specialise in developing and delivering transport digital and data projects with a specific focus on the technical and design development, operational deployment, and produce of project business cases.

As a Senior Project Manager you will:

- Be responsible for the delivery of projects and programmes, in conjunction with partners. This role will oversee the design and delivery of complex digital and data projects.
- Work with the supply chain to deliver efficient design solutions which maximise of benefits of intermodal travel (road, rail, bus, walking, cycling, e-scooter).
- Establish and deliver strong, collaborative partnerships with Transport operators and other key stakeholders in the region, as well as with our Unitary Authority partners.
- Remain responsible 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 other Project Managers, including those working for Unitary Authorities in the region.
- 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 projects,
- Ensure that safety, sustainability, equity and diversity are at the heart of everything we do, with a community lead ethos.

## KEY RESPONSIBILITIES

- Lead multi-disciplinary project teams to ensure successful delivery.
- Develop, manage and influence schedules and cost plans.
- Ensure project scope links clearly with the overall Business Plan, and Regional Strategy.
- Manage change to project and programme requirements through the MCA's change processes.
- Manage and report risks, assumptions, dependencies, issues and opportunities across projects.
- Lead meetings and present to key senior stakeholders on progress against delivery.
- Commission, procure and manage technical resources required for the delivery of projects via contracts such as the West of England Professional Services Framework.
- Manage the procurement of supplier contracts with the Procurement & Commercial Team.

- Report on project progress to internal and external stakeholders and through the PMO, and democratic governance structure.
- Embed a strong team safety culture and ensure compliance to H&S legislation.
- Ensure compliance to data protection and cyber security requirements.
- Manage the production of business cases to bid for project funding
- Develop, coach, line manage more junior members of staff, working with HR and PMO on the Combined Authorities learning and development programme.
- Coordinate the design approvals process in the MCA, and across the Unitary Authorities if required, reporting progress to the programme manager.
- Manage the technical approval process.
- Review, scrutinise and summarise complex data and information for a range of audiences.

## 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 agile project delivery.
- Good knowledge of UK and EU Public Procurement Requirements.
- Excellent knowledge of innovations and emerging trends in the UK transport system.
- Good knowledge of data and/or digital service delivery
- Qualification or significant experience in relevant project management disciplines and their practical application, including Risk Management e.g. APM or PRINCE2.

### Experience
- Previous experience in leading the development and delivery of digital and data projects.
- Accountable for the management of design and delivery contracts and negotiating contract changes.
- Leading multi-disciplinary teams.
- Line managing team members.
- 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.
- Leading and facilitating review and assurance of transport schemes.
- Analysing, summarising and reporting technical data for own use and the use of others.

### Skills and Competencies
- Leadership skills and ability to operate with minimal direction
- Excellent communicator
- Always work in a collaborative way while simultaneously setting direction / delegating
- Holds oneself and others to account for delivery
- Demonstrable commercial awareness

### DESIRABLE

### Qualifications and Knowledge
- Knowledge of Business Case development for public sector funding in the UK

- Experience of large complex project delivery particularly in transport
- Working in the feasibility and development stages of  transport projects
- Experience in managing projects to deliver transport and/or digital and data products/schemes.
- Understanding / experience of working in a political environment