

**JOB DESCRIPTION**

<b>JOB TITLE:</b>	Senior Project Manager
<b>MANAGED BY:</b>	Head of Delivery (Rail)
<b>GRADE:</b>	11

**BACKGROUND**

The West of England Combined Authority is seeking to appoint a Senior Project Manager to join the Transport Directorate in the Rail Programme Capital Delivery team.

This is an exciting time to join the West of England Combined Authority. In the 3 years nearly three quarters of a billion pounds of new investment has been secured for the region to be spent on Infrastructure projects. Over the next 5 years, over £350m is forecasted to be invested specifically in rail projects and MetroWest is the flagship programme. The successful candidate will work as part of our rail programme team and with regional and rail industry partners. In partnership we plan to deliver improved connectivity and economic growth in the West of England region, through the delivery of five further new railway stations (2 already delivered) and related upgrades to infrastructure to enable passenger services to run on new or existing rail lines.

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.

**THE ROLE**

Reporting into the Rail Programme Manager, the Senior Project Manager will specialise in railway projects

As a Senior Project Manager you will

- be accountable for the delivery of projects and programmes, in conjunction with partners. These role will oversee the design and delivery of new stations, as well as projects aimed at improving accessibility at existing stations.
- lead programmes through other organisations, in support of our Joint Local Transport Plan, Cities Region Sustainable Travel Settlement and Environmental Strategies.
- 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.
- Work with the supply chain to deliver efficient design solutions which maximise of

benefits of intermodal travel (rail, bus, walking, cycling, e-scooter)

- establish and deliver strong, collaborative partnerships with Public Transport operators in the region, as well as with our Unitary Authority partners.
- 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
- Excellent knowledge of the requirements of Corporate and Construction Health & Safety (Including CDM regulations)

Qualification or significant experience in relevant project management disciplines and their practical application, including Risk Management

#### Experience

- Previous experience delivery railway infrastructure projects, in both the development and construction project phases.
- Management of design and construction contracts and negotiating contract changes
- Managing multi-disciplinary teams.
- Experience 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

#### 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

- knowledge of Business Case development for public sector funding in the UK
- Experience of large complex programme delivery particularly in Infrastructure