

JOB DESCRIPTION

JOB TITLE:	Programme Manager
MANAGED BY:	Head of Service, CRSTS Programme
GRADE:	13

ROLE OVERVIEW

Approx. size of team	Line management of 2-5 members of staff plus contract management of consultants as required. Indirect matrix management of subject matter experts as part of wider programme teams.
Key relationships:	The role requires collaborative working relationships with a wide range of politicians, staff and consultants at a local and regional level. The role works across the Combined Authority, engaging with all levels from C-suite.

THE ROLE

The West of England Mayoral Combined Authority (MCA) is seeking to appoint a Programme Manager to join the Transport team, to help deliver a complex capital programme of investment in road, rail, active travel and bus improvement.

This is an exciting time to join the West of England Mayoral Combined Authority. 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 Mayoral 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 deliver 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 West of England Mayoral Combined Authority is delivering approximately £1.2bn worth of infrastructure projects over the next few years.

We are looking for experienced Programme Managers to deliver a fundamental step change in the regions public transport network, helping us to meet our economic growth, connectivity and climate change targets. The Programme Managers will also be responsible for developing our permanent capability. The Programme team will work in collaboration with our Unitary Authority partners to foster a commercially focused, inclusive service provision. As a team we are committed to ensuring we deliver for the business and communities in our region. The role is a senior position and significant experience of managing infrastructure projects is essential.

As a Programme Manager you will:

- be accountable for delivery of transport programmes such as Mass Transit, Rail, Bus, Walking & Cycling and other sustainable transport modes funded and delivered by the Mayoral Combined Authority.
- in conjunction with partners lead transport programmes through other organisations, in support of our Strategic Framework, Transport Strategy and Joint Local Transport Plan.
- Monitor and report on progress of delivery programmes including through both design and construction phases of projects, following a typical delivery lifecycle approach.
- establish and deliver strong, collaborative partnerships with Public Transport operators in the region, as well as with our Unitary Authority partners.
- support the development of projects from concept to physical delivery, and post opening evaluation, in conjunction with the Combined Authority's directorates.
- 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 relevant directorates.
- 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, quality, time and cost, through the Combined Authority's change governance.
- 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 Strategic Framework, Business Plan, and Joint Local Transport Plan.
- 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 in relevant academic subject, or equivalent professional experience to demonstrate a commensurate level of technical knowledge within the construction or transport sectors.
- Good knowledge of UK engineering design and construction projects
- Good knowledge of UK and EU Public Procurement Requirements
- Knowledge of Business Case development, such as for public sector funding in the UK.

- Excellent knowledge of the requirements of Corporate and Construction Health & Safety including Construction Design Management (CDM).
- Qualification or significant experience in relevant project management disciplines and their practical application. Qualifications such as ChPP, APM PMQ, PRINCE2, MSP, NEC4 ECC Accreditation or equivalent.

Experience

- Experience of leading large complex programme or portfolio delivery particularly in Transport or other infrastructure sectors.
- Managing multi-disciplinary technical teams in a matrix environment
- Experience of commissioning and understanding quantitative assessments for delivery, such as quantitative cost risk assessments (QCRA) and / or quantitative schedule risk assessments (QSRA)
- 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 across multiple teams and organisations.
- Significant experience of influencing internal and external stakeholders.

Skills and Competencies

- Leadership skills and can operate with minimal direction
- Excellent project / programme management skills
- Excellent communicator at all levels
- Ability to lead and provide clarity in ambiguity and uncertainty.
- Ability to work in a collaborative way while simultaneously setting direction.
- Holds oneself and others to account for delivery.
- Demonstrable commercial awareness including management of contracts.
- Understanding of working in a political environment
- Leads, engages and encourages the development of others.

DESIRABLE

Qualifications and Knowledge

- Qualifications and Knowledge Chartered by a relevant industry body e.g., ICE, IStructE, RICS, APM and / or accreditation in project and programme management such as PRINCE 2, MSP, APM PMQ accreditations