

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Benefits Realisation Lead
<b>MANAGED BY:</b>	Transport Strategy & Policy Manager
<b>GRADE:</b>	Grade 10

### BACKGROUND

The West of England Mayoral Combined Authority is seeking to appoint a Benefits Realisation Lead (BRL) to join the Transport Strategy service in the Infrastructure Directorate.

This is an exciting time to join the West of England Combined Authority. In the last year nearly three quarters of a billion pounds of new investment has been secured for the region. New 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 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 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.

Come and help shape the future of the West of England, a place so many people are proud to call home.

### THE ROLE

The Infrastructure Directorate brings together transport strategy and policy, delivery and operations to enable the Mayoral Combined Authority to discharge its transport functions. The Transport Strategy service set the strategic direction for transport across the region and plays the vitally important role of 'intelligent client' for the Infrastructure Directorate. The BRL will be the link between Transport Strategy, Policy, project managers overseeing delivery, colleagues in Transport Operations and others who will be managing the services we commission. In addition, the BRL will also engage with the Analysis and Evaluation team, Corporate Performance team, and other areas of the organisation providing insights and intelligence outside of the Infrastructure Directorate.

Reporting into the Transport Strategy & Policy Manager, the BRL will lead on clarifying how the objectives for Joint Local Transport Plan (JLTP) are translated into defined and wider benefits, that are tracked, monitored and prioritised through project delivery, completion and operation.

The first of its kind in the Mayoral Combined Authority, the BRL will be responsible for developing and owning a Benefits Management Framework for the Infrastructure Directorate and will develop and maintain a benefits tracker, which will be the go-to source for information on benefits at every stage of the project lifecycle. They will also spearhead the formulation and tracking of Benefits Realisation plans for the core transport infrastructure projects being progressed by the Infrastructure Directorate, including wider economic, regeneration, safety, accessibility and quality of life outcomes. Where risks to full benefit realisation are encountered, the BRL's role is to ensure that change control is adhered to and escalation via the appropriate channel takes place. This may involve briefing more senior officers, so that they can escalate as appropriate.

On behalf of the Head of Transport Strategy, the BRL will take responsibility for defining and leading on Transport Strategy's 'Intelligent Client' role. This is a key component of the Directorate's Operating Model, which will involve defining expected benefits for schemes and services, then working with colleagues across the Infrastructure Directorate to support the realisation of those benefits via proactive engagement by the BRL with project teams and services. The BRL will champion benefits realisation at every stage in the asset lifecycle.

## KEY RESPONSIBILITIES

1. Take a lead on ensuring that the desired outcomes of the Joint Local Transport Plan and major scheme programme are defined into manageable benefits that are:
  - a) Well identified: the scale of improvement expected is accurately forecasted to a high degree of confidence and risks to realisation and mitigating actions are identified and initiated.
  - b) Enforceable: the BRL will monitor progress against benefits to hold the scheme SRO accountable to the delivery of said benefit.
  - c) Measurable: benefits identified can be measured and clearly demonstrated, so at the appropriate time they can claim to be 'realised'.
  - d) Able to identify dependencies and beneficiaries of wider benefits and any disbenefits.
  - e) Linked to strategic goals and aligned to the wider objectives of the organisation.
  - f) Managed in terms of transitioning benefit realisation into business as usual by ensuring tracking and reporting is in place as well as full adoption of project outputs.
  - g) Subject to learning and continuous improvement before, during and after the project, and that this is logged and tracked in a high quality and well-utilised benefits tracker.

2. Lead the development, reporting and maintenance of the Infrastructure Directorate's Benefit Realisation Framework, in consultation with the Corporate Performance management framework and Monitoring & Evaluation framework, the Portfolio Management Office (PMO), scheme Senior Responsible Officers (SROs), Unitary Authority project management and other key partners. Drawing on best practice sources such as (but not limited to) the Infrastructure & Projects Authority's (IPA's) 'Guide for Effective Benefits Management in Major Projects'.
3. Develop, maintain and report upon the contents of the programme benefits management tracking, working with the PMO to introduce a robust and useable benefits realisation plan, aligned to organisational strategy, which acts as a single source of information on benefits at every stage in their lifecycle.
4. Oversee and proactively engage with projects and services to ensure that benefits realisation is on track and any risks to realisation are subject to change control and escalated via the appropriate channels. Implement and utilise mechanisms that support and enable others to engage with operational services to own, monitor and report on benefits realisation, working in close collaboration with operational and delivery teams.
5. Undertake analysis (using heatmaps, etc.) of benefits tracking findings, drawing conclusions from these findings and presenting evidence-based reports to Directors and Heads of Service, that can be used to inform future planning and prioritisation, and recommendations for improvement.
6. Collaborate across the directorate to participate in the refresh and update of the JLTP and other strategies led by the service:
  - a) Ensure that lessons learned from the delivery and realisation of benefits are fed into future updates to the JLTP and other strategies as appropriate.
  - b) Partner with the PMO and others to ensure that only well-evidenced, high quality and accurate benefit realisation information is fed into the JLTP process.
7. Manage procurement of research and evaluation commissions relating to benefits management and guiding consultants to deliver quality evaluations.
8. Chair working groups, map benefits and ensures alignment with strategic objectives and project and programme business cases.

## PERSON SPECIFICATION

### ESSENTIAL (MUST HAVE)

#### *Qualifications and Knowledge*

- Degree or equivalent professional experience in a Transport-related discipline.
- APMG International, Managing Benefits™ Practitioner certification, equivalent Benefits management qualification or relevant knowledge.

#### *Experience*

- Extensive knowledge and experience of applying benefits management, in theory as well as in practice.
- More than three years' experience in a role which has a significant focus on benefit management in the context of delivering major transport projects and services.

#### *Skills and Competencies*

- Proficient in project and programme management practices and procedures.
- Capability with data analysis and modelling tools.
- Skilled in creating and presenting accurate, succinct and timely reports that summarise complex information in a visually appealing way.
- Good interpersonal and communication skills, both verbal and written.
- Ability to work in a team and on own initiative.
- High levels of proficiency in the use of Microsoft Word, Excel and Outlook.

### DESIRABLE

- Experience of working in a political environment.
- Knowledge of transport legislation and policy.
- Relevant qualifications relating to transport planning, project & programme management and data analysis/modelling. (APM Project Management Qualification, PRINCE 2 Practitioner, etc.).
- Proficient in GIS software.

### REWARDS AND BENEFITS

Alongside a competitive salary, we offer an excellent benefits package including:

- 26/31 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.

We have recently moved into a new bright, airy, modern office space, with all the 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 £15.17 - higher than the government minimum for over 23s, currently £11.44 per hour. Find out more [here](#).



#### WE ARE A FOUNDING MEMBER OF THE GOOD EMPLOYMENT CHARTER

We're proud to have been accredited as a founding Member of the West of England Good Employment Charter. Find out more about the charter [here](#).

