

**JOB DESCRIPTION**

<b>JOB TITLE:</b>	Director of Transport Programmes
<b>MANAGED BY:</b>	Executive Director of Transport
<b>GRADE:</b>	Director

**EVALUATION CHECKLIST**

<b>Approx. size of team:</b>	40
<b>Approx. annual budget:</b>	£1bn approx. Capital Programme
<b>Key accountabilities:</b>	Strategic Management, political engagement, financial management, governance, programme delivery and assurance
<b>Key relationships:</b>	LA leaders, DfT, Network Rail, UA partners, private sector delivery partners

**THE ROLE**

Lead a high-impact portfolio of transport projects, directly contributing to the West of England’s economic growth and sustainability.

Oversee programme and project delivery, inspire teams, and build strong partnerships that bring the region’s growth and transport agenda to the forefront.

**Key Attributes:**

**Strategic Vision**

Skilled in aligning programmes with broader economic and transport objectives, with a proven ability to deliver long-term regional benefits.

**Inspirational Leader**

Demonstrates expertise in leading diverse teams, fostering an inclusive environment, and motivating staff to achieve ambitious goals.

**Stakeholder Influence**

Ability to build consensus across a wide range of stakeholders, promoting the region’s interests in local and national forums.

**Operationally Focused**

Strong track record in programme management, ensuring on-time, within-budget delivery that aligns with governance requirements.

**KEY RESPONSIBILITIES**

**Develop and Drive the Transport Portfolio**

Lead the design and management of a comprehensive portfolio of transport and infrastructure programmes, aligning initiatives with the West of England's strategic approach and long-term economic goals. Ensure that projects are transformative, sustainable, and make a lasting impact on regional growth.

**Ensure Performance Excellence and Compliance**

Monitor programme performance rigorously, ensuring that transport initiatives are delivered on time, within budget, in line with the Combined Authority's governance standards, funding requirements and priorities. Provide clear leadership to maintain alignment with regional priorities and governance requirements.

**Develop Business Cases and Strategic Decision Making**

Lead the development of robust business cases that support strategic investment and decision-making. Work with stakeholders to prioritise funding for projects that advance the strategic direction of the region and deliver significant benefits with improved outcomes.

**Negotiate and Shape Programme Contracts**

Oversee contract negotiation and contract management, and guide changes to contracts to ensure the best outcomes are achieved, ensuring all variations are managed through appropriate channels. Ensure that contracts are aligned with strategic goals and facilitate the seamless delivery of major transport initiatives.

**Commissioning and Enabling**

Act as a commissioner and enabler, positioning the West of England Combined Authority as a catalyst for collaboration. You will strategically commission transport programme solutions, leveraging external expertise to ensure effective planning and execution. This approach will optimise resources, drive innovation, and enhance connectivity, ultimately supporting economic growth across the region.

**Build Collaborative Partnerships**

Forge constructive relationships with a wide range of national and local stakeholders, promoting the West of England's transport ambitions and fostering consensus. Represent the region as an ambassador to drive programme support and delivery.

**Engage and Lead Cross-Functional Teams**

Lead, support and influence project teams across public sector partners, contractors, and consultants. Collaborate closely with the Executive Director and Combined Authority colleagues to ensure that Mayoral priorities are fully integrated into project execution.

**Provide Strategic and Technical Leadership**

Act as the Senior Responsible Officer (SRO) for programmes in excess of £1bn, delivering high-level strategic guidance, accountability, and decision-making. Leverage industry best practices and new advancements in transport and infrastructure to shape and direct programmatic success.

**Champion Health and Safety Standards**

Ensure that health and safety best practices are embedded in all programme and project operations, safeguarding the wellbeing of all involved and reinforcing a commitment to safe, reliable infrastructure development.

**Inspire and Cultivate a High-Performing Team**

Foster an inclusive, equitable, and innovative culture where diverse talent can thrive. Inspire and develop managers and teams, empowering them to excel in delivering outstanding transport services that attract and retain top talent in the Combined Authority.

**PERSON SPECIFICATION - ESSENTIAL CRITERIA****Qualifications and Knowledge**

- Educated to degree level or able to demonstrate equivalent professional experience in a complex, high profile and multi stakeholder environment.
- Significant project and Programme leadership experience and/or recognised qualifications such as:
  - APM Chartered Project Professional
  - Major Projects Leadership Academy
  - Leading as an SRO
  - Orchestrating Major Projects
- Recognised Project / Programme / Portfolio Management related qualification(s) (MSP, PRINCE2, Agile, APM etc.) or demonstrable experience of successfully delivering large scale, programmes.
- Good knowledge of UK and EU Public Procurement Requirements as well as a good understanding of public sector financing.
- Excellent knowledge of the requirements of Corporate Health and Safety, CDM and SHEQ with the ability to demonstrate where knowledge has been applied.

## Experience

- Recognised as a leader in their field of major projects and programme delivery, preferably with construction experience (but not essential).
- Extensive programme and project direction experience, preferably managing multi-disciplinary technical teams, in the delivery of transport and infrastructure programmes.
- Leading the development and submission of successful Business Cases.
- Contracts management, negotiating contract changes and procurement.
- Experience of working in a complex political environment.
- Extensive experience of leading and developing multi-functional project teams.
- Experience of building strong and productive relationships with multiple stakeholders.

## Skills and Competencies

- Excellent project and programme leadership skills with the ability to direct multiple programme teams over a large portfolio.
- Excellent communication, influencing and negotiation skills in a range of environments, including building and maintaining confidence with partners.
- Excellent coaching and mentoring skills with demonstrable experience of developing project management and programme management skills of multi-functional teams to enable successful delivery of high performing capital projects.
- Demonstrable commercial experience including the procurement and contract management of tier one contractors and the ability to interrogate and negotiate commercial contracts.
- Demonstrable experience in project and programme planning including the effective management of interdependencies.
- Expertise in resource management including the balancing of supply and demand of finite capacity and skills.
- Budgeting and cost management expertise including the management of multi-million pound budgets and contracts
- An expert in risk and issue management with the ability to successfully lead and manage strategic risks and critical escalated issues.
- Expertise in leading the successful delivery of business change and implementation of projects to enable outcomes and benefits to be realised.
- Expertise in establishing and overseeing appropriate governance for projects and programmes with experience of accountability to regional and national political governance forums.
- Demonstrable experience of providing independent assurance to complex projects and programmes.
- Excellent benefits management experience including the establishment of a benefits framework and the creation of benefits plans and monitoring and evaluation plans.