

JOB DESCRIPTION

JOB TITLE:	Head of Major Projects
MANAGED BY:	Director of Transport Programmes
GRADE:	Head of Service 2

THE ROLE

The West of England Combined Authority is seeking to appoint a Head of Major Projects to join the Transport Directorate.

You will be a key player as 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.

Key Attributes:

- To strategically direct, manage and deliver the Authority’s Major Projects infrastructure investment and capital programmes.
- Reporting to the Director of Transport Programmes and working closely with the other Heads of Service, the post holder will be accountable for the timely delivery of major capital infrastructure projects in Transport to time, cost and agreed scope, with a combined programme value in excess of £250m. The projects include infrastructure investment in road, active travel, buses.
- Lead a team of officers responsible for programme and project outputs through development and construction.
- Work with the other Heads of Service within the Combined Authority and its constituent authorities to lead development of the directorate’s target operating model, providing the optimum levels of governance required for major transport infrastructure delivery.
- Accountable for working in partnership with client budget holders, to ensure that the projects and programmes will deliver the outcomes and benefits articulated in the investment appraisal and other metrics as defined by funders.
- Direct the procurement processes through the Combined Authority commercial service and provide oversight and management of the supply chain. The post holder will direct delivery models for their programmes and projects to deliver against agreed cost, time and quality measures.
- Lead the contract management of key contracts with partners working on

transport projects and programmes

- Hold the function of Senior Responsible Officer (SRO) for projects beyond a defined gateway achieving entry into the capital delivery programme. Once in the delivery programme, the post-holder will direct delivery of these projects across the region.
- Working alongside the programme management office, the post holder will develop robust schedules, costs plans and other project / programme deliverables to ensure timely and accurate reporting of project and programme progress, feeding into committee and other decision pathways to achieve successful delivery.
- This is a post with considerable accountabilities and responsibilities across the region and requires applicants to have significant experience in the delivery of similarly high value, complex infrastructure projects, with a detailed understanding of the national strategic road infrastructure operator operation, maintenance, and renewal framework.

KEY RESPONSIBILITIES

- To lead a team of over 20 programme and project delivery professionals, developing skills and capabilities to effectively deliver the organisation's capital delivery portfolio.
- Lead the 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
- Deliver project outputs in accordance with the Combined Authority's internal and external governance requirements.
- Direct the commissioning, procurement and management of technical resources required for the delivery of complex projects and programmes.
- Direct the procurement of design and construction contracts and subsequent contractual management.
- Direct the Transport portfolio progress to internal and external stakeholders and through the democratic governance structure of the Combined Authority.
- Direct the delivery, quality verification and assurance of high-quality business cases to bid for project funding through the Authority's governance system, Central Government and other funders.
- Deputise for the Authority's Director of Transport Programmes and support the transport policy team in developing and delivering the Authority's transport strategy.
- Present complex transport infrastructure projects clearly and concisely in plain English to a range of stakeholders including the local media and politicians.
- Accountable for delivery of outputs leading to successful outcomes and benefits realisation.
- 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.
- 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
 - Lead, support and influence project teams across public sector partners, contractors, and consultants.
 - Build constructive collaborative relationships with a wide range of national and local stakeholders, promoting the West of England's transport ambitions and fostering consensus.
 - 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.
 - 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.
 - Responsible for management of operational budgets.

PERSON SPECIFICATION

ESSENTIAL (MUST HAVE)

Qualifications and Knowledge

- Educated to a minimum degree level, or equivalent, in relevant academic subject with significant technical knowledge and/or substantial relevant practical experience gained across a wide range of infrastructure projects commensurate with the role.
- Chartered by a relevant industry body e.g. CILT, ICE, IStructE, RICS, APM
- Knowledge of UK engineering design and construction.
- Good knowledge of UK public procurement requirements.
- Demonstrable knowledge and leadership in Health and Safety legislation and its practical applications in the workplace and construction environments.
- Practical understanding of Minimum Viable Product and Value Engineering principles.
- In-depth knowledge, understanding and practical application of project/programme management methodologies, governance models and assurance processes.

Experience

- Minimum of 10 years programme and portfolio leadership experience in directing delivery of high value complex transport and infrastructure projects.
- Leading the submission of business cases such as for public sector central government funding. A good understanding of public sector financing.
- Directing multi-disciplinary technical teams.
- Management of construction contracts and negotiating contract changes.

- Providing independent assurance to projects or programmes.

Skills and Competencies

- Excellent Leadership skills with the ability to direct multiple project teams over a large portfolio.
- Excellent communicator and collaborator
- Excellent stakeholder engagement and influencing skills, including experience of working in a political environment.
- Demonstrable Commercial management skills including procurement and contract management.
- Excellent knowledge of the requirements of Corporate and Construction Health & Safety including Construction Design Management (CDM).

DESIRABLE

- Certified by a recognised UK Health and Safety certification body e.g. IOSH, NEBOSH, HSE.
- Project and Programme management qualification or accreditation such as ChPP, APM PMQ, PRINCE 2, MSP, NEC4 ECC accreditation.