

JOB DESCRIPTION

JOB TITLE:	Programme Manager
MANAGED BY:	Head of Capital Delivery
GRADE:	Senior Officer

BACKGROUND

Working at the West of England Combined Authority

The West of England is a fantastic place to live and work; a place where ideas flourish and businesses grow, and a diverse population calls home. With a highly skilled workforce, innovative businesses, rich cultural and natural assets, and excellent connections, the West of England competes on a global scale.

In 2017, the West of England Combined Authority was formed to bring the region together to drive economic growth. Significant powers and funding were transferred to the region to support work to ensure residents have better skills, more job opportunities and a better quality of life. In May 2021, the second Metro Mayor for the West of England was elected, and we're working with our regional partners and with Government to deliver against our ambitious agenda, protect the environment and ensure the West of England continues to be a thriving, successful and innovative place for future generations.

Covid-19 has had a big impact on the West of England, and we are leading the regional economic recovery, bringing people together to ensure our region continues to build on its success.

The Combined Authority is made up of three of the region's local councils - Bath & North East Somerset, Bristol and South Gloucestershire. Building on a strong track record of partnership working in the region, the Authority continues to work closely with North Somerset Council. The Authority also the accountable body for the West of England Local Enterprise Partnership.

We are an equal opportunities employer, in line with the Equalities Act 2010, and invite applicants to contact us to identify any additional support needed during the recruitment process.

PURPOSE OF THE JOB

The West of England Combined Authority is delivering approximately £1.2bn worth of infrastructure projects over the next number of 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 climate change targets. The Programme Managers will also be responsible for developing our permanent capability. Working with PMO and HR teams to improve our programme and project management capabilities, creating a best-in-class delivery function. 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 programmes, in conjunction with partners lead programmes through other organisations, in support of our Joint Local Transport Plan, Cities Region Sustainable Travel Settlement and Environmental Strategies.
- monitor, report and provide support for bus, rail, environmental, walking & cycling, and other sustainable travel mode projects funded by the Combined Authority but delivered by others.
- be accountable for delivery of projects and programmes including Bus, Walking & Cycling and other sustainable transport modes funded and delivered by the combined authority.
- 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 Authorities Planning & Housing and Transport Teams.
- 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
- in depth knowledge of Business Case development for public sector funding in the UK
- Excellent knowledge of the requirements of Corporate and Construction Health & Safety
- Qualification or significant experience in relevant project management disciplines and their practical application, including Risk Management

Experience

- Experience of large complex programme delivery particularly in Infrastructure
- Managing multi-disciplinary technical teams
- Management of construction contracts and negotiating contract changes
- Experience of initiating and running quantitative risk assessments (QRA)
- Experience of initiating and running quantitative cost risk assessments (QCRA)
- Experience of initiating and running 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

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

Qualifications and Knowledge

- Chartered by a relevant industry body e.g., ICE, IStructE, RICS, APM and / or PRINCE 2 accreditation

REWARDS AND BENEFITS

Staff receive:

- 25 days annual leave, rising to 30 after five years' continuous service, plus bank holidays, pro rata
- Auto-enrolment into the Avon Pension Fund
- Cycle to work scheme and secure bike parking
- Free eye tests for all display screen equipment (DSE) users
- Commuter Travel Club - all employees can sign up to receive discounted monthly bus tickets, unlimited bus travel for work or leisure within your chosen zone, automatic ticket renewal and price freeze for 12 months.
- The Combined Authority has adopted a Hybrid working approach, which enables employees to split their week between working in the workplace and working remotely. Hybrid Working forms just part of the flexible working options that the Combined Authority is offering as the new way of working. Flexible working is an

arrangement that enables employees to have a way of working that suits and employee's and employer's needs whilst maintain a work-life balance.

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 £9.50 - significantly higher than the government minimum for over 25s, currently £8.72 per hour

It also means that anyone who provides services to, or has contracts with us, must pay the Living Wage, setting the bar for good employer practices in the region. This includes those who provide services to The West of England and Combined Authority, such cleaning and facilities management contracts, as well as those who have contracts with us - such as IT providers.

