

JOB DESCRIPTION

JOB TITLE:	Assistant Project Manager
MANAGED BY:	Senior Project Manager/Programme Manager
GRADE:	Grade 9

ROLE OVERVIEW	
Approx. size of team	The Assistant Project Manager will be working in an immediate team of up to 10 people, though not be responsible for managing anyone directly.
Key accountabilities:	<ul style="list-style-type: none"> • Be responsible for the delivery of projects or work packages, driving effective delivery in relation to time, cost, quality and benefits. • Support strong collaborative partnerships with our supply chain, as well as with our Unitary Authority partners. • Support the delivery of the Metro Mayors Transport Vision for the Region. • This is an excellent role to further your career in project management

THE ROLE
<p>The West of England Mayoral Combined Authority (MCA) is seeking to appoint a Assistant Project Manager to join the Transport team.</p> <p>This is an exciting time to join the West of England Mayoral 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.</p> <p>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.</p>

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.

KEY RESPONSIBILITIES

- Supported by the Programme or Project Manager, manage a project or work package to time, cost and quality, engaging with key internal and external stakeholders to ensure success.
- To identify and manage interdependencies against our overall corporate programme, Business Plan and other projects as required.
- Participate in the procurement of resources for the project and undertake the day-to-day oversight of those resources.
- Report on project progress to internal and external stakeholders and through the PMO, and democratic governance structure of the Combined Authority.
- Drive collaboration with Unitary Authorities and other partners to ensure projects align with regional priorities.
- Support the production of business cases to bid for project funding through our governance system, Central Government and other third-party funders.
- Support the Programme Managers and Transport Policy team in delivering the Combined Authorities' Transport Vision.
- Be an effective part of multi-disciplinary project team to ensure successful delivery.
- Facilitate meetings and present to project stakeholders on progress against delivery.

PERSON SPECIFICATION

ESSENTIAL (MUST HAVE)

Qualifications and Knowledge

- Educated to degree level in relevant academic subject / or have the relevant practical experience to demonstrate a knowledge of the technical challenges within the transport sector.

Experience

- Project management experience, ideally in the delivery of transport and infrastructure projects.
- Reporting on delivery progress.
- Working in multi-disciplinary technical teams.
- Presenting information to a range of key stakeholders to secure buy-in and engagement.
- Strong organisational skills and experience of managing the achievement of key

outcomes for your organisation.

Skills and Competencies

- Project management skills
- Good communicator.
- Collaborative approach to work.
- Holds oneself and others to account for delivery.
- Most importantly, you will be a proactive person with a desire to develop your career in Project Management. You will want to make a difference.

DESIRABLE

Qualifications and Knowledge

- Bus delivery and operations
- Knowledge of procurement requirements
- Have or working towards a Project Management Qualification
- Understanding of working in a political environment

Experience

- Working in a fast paced delivery environment
- Operational transport knowledge

Skills and Competencies

- Negotiation skills - handling conflicts, securing resources and reaching agreements
- Excellent problem solving skills, with the ability analyse issues and find a solution
- Adaptability and the ability work with adjusting priorities and project needs