

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Senior Project Manager
<b>MANAGED BY:</b>	Programme Manager
<b>GRADE:</b>	11

### ROLE OVERVIEW

<b>Background:</b>	<p>The West of England Combined Authority is seeking to appoint a Senior Project Manager to join the Capital Delivery team.</p> <p>This is an exciting time to join the West of England Combined Authority. In the last few years 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 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> <p>Come and help shape the future of the West of England, a place so many people are proud to call home.</p>
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### THE ROLE

Reporting to a Capital Delivery Programme Manager, the Senior Project Manager will specialise in developing and delivering infrastructure projects with a specific focus on the technical and design assurance aspect of both project business cases and delivery.

As a Senior Project Manager you will:

- Be responsible for the delivery of projects and programmes, in conjunction with partners. This role will oversee the design and delivery of mayor / complex infrastructure enhancement projects.
- Work with the supply chain to deliver efficient design solutions which maximise of benefits of intermodal travel (road, rail, bus, walking, cycling, e-scooter).
- Establish and deliver strong, collaborative partnerships with Public Transport operators in the region, as well as with our Unitary Authority partners.
- Remain responsible 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 other Project Managers, including those working for Unitary Authorities in the region.

- 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 that safety, sustainability, equity and diversity are at the heart of everything we do, with a community lead ethos.

## KEY RESPONSIBILITIES

- Lead multi-disciplinary project teams to ensure successful delivery.
- Develop, manage and influence schedules and cost plans.
- Ensure project scope links clearly with the overall Business Plan, Joint Local Transport Plan and Local Industrial Strategy.
- Manage change to project and programme requirements through the MCA's change processes and combined authorities change processes as appropriate.
- Manage and report risks, assumptions, dependencies, issues and opportunities across the programme.
- Lead meetings and present to key senior stakeholders on progress against delivery.
- 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.
- Report on project progress to internal and external stakeholders and through the PMO, and democratic governance structure.
- Embed a strong team safety culture and ensure compliance to H&S legislation, including CDM.
- Ensure compliance to Environmental legislation and deliver best practice sustainability initiatives in conjunction with the Environmental Team.
- Manage the production of business cases to bid for project funding
- Develop, coach, line manage more junior members of staff, working with HR and PMO on the Combined Authorities learning and development programme.
- Coordinate the design approvals process in the MCA and across the Unitary Authorities, reporting progress to the programme manager.
- Manage design scrutiny, including review of business case documents such as Road Safety Audits.
- Review, scrutinise and summarise complex data for a range of audiences.

## 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.
- Excellent knowledge of the requirements of Corporate and Construction Health & Safety (Including CDM regulations).
- Qualification or significant experience in relevant project management disciplines and their practical application, including Risk Management e.g. APM or PRINCE2.

## Experience

- Previous experience in the development and delivery of large-scale infrastructure projects.
- Management of design and construction contracts and negotiating contract changes.
- Managing multi-disciplinary teams.
- Line managing team members.
- 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.
- Leading and facilitating design scrutiny for infrastructure schemes.
- Analysing, summarising and reporting technical data for own use and the use of others.

## Skills and Competencies

- Leadership skills and ability to operate with minimal direction
- Excellent communicator
- Always work in a collaborative way while simultaneously setting direction / delegating
- Holds oneself and others to account for delivery
- Demonstrable commercial awareness

## DESIRABLE

### Qualifications and Knowledge

- Knowledge of Business Case development for public sector funding in the UK
- Experience of large complex programme delivery particularly in Infrastructure
- Working in the feasibility and development stages of built environment projects
- Experience in managing projects with town planning, transport consenting or land acquisition requirements
- Understanding / experience of working in a political environment