

JOB DESCRIPTION

JOB TITLE:	Project Manager
MANAGED BY:	Programme Manager
GRADE:	10

THE ROLE

The West of England Mayoral Combined Authority (MCA) is seeking to appoint a Project Manager to join the Capital Delivery Team.

The successful candidate will act as Project Sponsor and/or Project Manager for a portfolio of complex transport and infrastructure projects. The role will be responsible for overseeing the development and delivery of projects from concept through to completion, ensuring successful outcomes are achieved in accordance with approved business cases, funding requirements, programme objectives and governance arrangements.

Initially the role will support the delivery of the Active Travel Programme, a portfolio of projects valued at approximately £70m. The Capital Delivery Team is responsible for sponsoring and managing over £1bn of transport infrastructure investment across the region. Responsibilities may evolve over time in line with business priorities and professional development opportunities

KEY RESPONSIBILITIES

- Act as Project Sponsor and/or Project Manager for a portfolio of transport and infrastructure projects, ensuring delivery to agreed scope, time, cost and quality requirements.
- Lead the development, assurance and delivery of business cases in accordance with HM Treasury Green Book principles, MCA governance requirements and funder expectations.
- Manage relationships with local authority partners, consultants, contractors, government departments and other stakeholders to support successful project outcomes.
- Oversee project governance arrangements, including reporting to senior leadership teams, programme boards, committees and external funding bodies.

- Monitor project performance and take appropriate action to manage risks, issues, dependencies, change control and budget pressures.
- Support the allocation, management and assurance of grant funding, ensuring compliance with funding agreements, conditions and reporting requirements.
- Work with commercial, legal, finance and procurement colleagues to secure and manage resources required for project delivery.
- Provide strategic advice and challenge to project teams, ensuring projects are developed in accordance with relevant guidance, legislation and best practice.
- Lead or support procurement activities for professional services, works contracts and specialist technical support.
- Prepare and present complex technical, financial and programme information clearly and concisely to a range of audiences, including senior officers, elected members and external stakeholders.
- Contribute to the continuous improvement of programme and project management practices across the Combined Authority.
- Support Programme Managers and senior colleagues in the development and delivery of wider transport, infrastructure and regeneration programmes.

PERSON SPECIFICATION

ESSENTIAL (MUST HAVE)

Qualifications and Knowledge

- Educated to degree level in a relevant discipline, or able to demonstrate equivalent knowledge and experience gained through significant project management experience.
- Qualification in project management (APM PMQ or equivalent)
- Knowledge of transport business case development
- Knowledge of UK engineering design and construction projects
- Understanding of UK and EU Public procurement requirements
- Experience of project management with the transport, planning & housing and or infrastructure delivery sector
- Experience of sponsoring or managing complex infrastructure, transport or regeneration projects through their full lifecycle.
- Experience of working within a governance and assurance environment involving public sector funding.
- Experience of managing multiple projects, stakeholders and competing priorities simultaneously.
- Experience of preparing reports, business cases and briefing papers for senior decision makers

Experience

- Strong Project Management experience, with a clear understanding of what makes a successful project.
- The experience and credibility to collaborate effectively with senior managers

and leaders. • Proven ability to understand and promote complex issues in a persuasive and sensitive manner. • Presenting complex information to a range of key stakeholders to secure buy-in and engagement
Skills and Competencies • Excellent project management skills • High standards of written and spoken communication • 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
DESIRABLE
Qualifications and Knowledge • Chartered by a relevant industry body e.g. APM, Prince 2 • Knowledge of the requirements of corporate and construction health and safety
Experience • Experience in coaching or mentoring • Involvement with Active Travel projects • Experience of working with Department for Transport funding programmes. • Experience of Active Travel, highways, public realm or sustainable transport projects. • Chartered Project Professional (ChPP) or working towards chartership. • Experience of programme sponsorship, grant management or business case assurance.