

JOB DESCRIPTION

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

THE ROLE

The West of England Mayoral Combined Authority is seeking to appoint an Assistant Project Manager to join the Infrastructure Capital Delivery Rail programme team.

Reporting into the Programme or Senior Project Manager, the Assistant Project Manager will specialise in supporting the delivery of Infrastructure projects. The ideal candidate will have worked in a project environment and has an interest in developing their career in project management.

The successful candidate will work closely with key stakeholders in the local authorities and Network Rail to support the delivery of MetroWest Phase 1 and other rail schemes within the portfolio.

The MetroWest Phase 1 project is proposing to re-open the Portishead rail line and enhance local passenger train services on the Severn Beach and Bath to Bristol lines. The plans include a new rail station at Portishead and the reopening of the former station at Pill.

The successful candidate will:

- 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.

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

- Knowledge of UK civil engineering design, construction and/or transport delivery.
- Knowledge of UK and EU Public Procurement Requirements.
- Qualification in relevant project management disciplines and their practical application, including Risk Management.
- Knowledge of the requirements of Corporate and Construction Health & Safety.
- Chartered / working towards chartership by a relevant industry body e.g., ICE, IStructE, RICS, APM. • Understanding of working in a political environment.