

JOB DESCRIPTION

JOB TITLE:	Assistant Project Manager
MANAGED BY:	Programme Manager
GRADE:	9

THE ROLE

The West of England Mayoral Combined Authority is seeking to appoint three Assistant Project Managers, with one vacancy in each of the Rail, Bus and Active Travel teams.

The Assistant Project Managers will support the development and delivery of transport projects and programmes across the West of England. Working as part of multidisciplinary teams, the successful candidates will manage projects and work packages, support programme governance and work closely with local authorities, delivery partners, consultants, contractors and other stakeholders.

The three roles are:

Rail - Supporting the development and delivery of the Combined Authority's £450m rail delivery programme. The role will work closely with local authority partners, Network Rail and other stakeholders to support major rail infrastructure projects, including the nationally significant MetroWest Phase 1 (the reopening of the Portishead Rail line) and other schemes across the regional rail portfolio.

Bus - Supporting the development and delivery of projects and programmes that improve bus services and infrastructure across the West of England. The role will work with local authorities, bus operators and other partners to support the delivery of regional bus priorities and improvements to the passenger experience.

Active Travel - Supporting the sponsorship and delivery of walking, wheeling and cycling projects across the West of England, including behaviour change, communications and engagement activities. The role will work with local authorities, Active Travel England and other partners, and will also support the delivery of an Electric Vehicle Infrastructure (EVI) project within the wider programme.

The successful candidates 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 Mayor's Transport Vision for the region.

While each role will sit within a specific transport team, all three provide an opportunity to develop a career in project management while contributing to the delivery of the region's transport priorities. Applicants should indicate within their application if they have a preference for the Rail, Bus or Active Travel role.

KEY RESPONSIBILITIES

- Supported by the Programme or Project Manager, manage projects or work packages to agreed time, cost and quality requirements, engaging with key internal and external stakeholders to ensure successful delivery.
- Identify and manage project risks, issues, actions, dependencies and interdependencies with wider programmes and projects.
- Participate in the procurement of resources, consultants and suppliers and undertake day-to-day oversight of those resources where required.
- Monitor and report on project progress to internal and external stakeholders and through the Combined Authority's programme management and governance arrangements.
- Work collaboratively with Unitary Authorities, delivery partners, suppliers and other stakeholders to ensure projects align with regional priorities.
- Support the development of business cases, funding submissions and approvals through the Combined Authority's governance processes and, where appropriate, Central Government and other third-party funders.
- Support Programme and Project Managers in delivering the Combined Authority's transport priorities and wider strategic objectives.
- Work effectively as part of multidisciplinary project teams to support successful project delivery.
- Facilitate meetings and prepare and present project information, reports and updates to stakeholders and governance forums.

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.
- Qualification in project management (APM PFQ or equivalent)

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

- Delivery of behaviour change, engagement or communications projects.
- Experience working with local authorities or public sector partners.
- 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.
- Understanding of Active Travel policy, guidance and funding programmes.
- Awareness of monitoring and evaluation approaches within transport programmes.
- Chartered / working towards chartership by a relevant industry body e.g., ICE, IStructE, RICS, APM.
- Understanding of working in a political environment.