

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Project Manager
<b>MANAGED BY:</b>	Programme Manager/Senior PM/PMO Manager
<b>GRADE:</b>	10

### BACKGROUND

The West of England Combined Authority is seeking to appoint a Project Manager to join the Infrastructure team.

This is an exciting time to join the West of England 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.

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.

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.

### THE ROLE

Reporting into the Programme Manager, the Project Manager will deliver infrastructure projects for the West of England Combined Authority. This provides an opportunity to use your strong project management and collaboration skills to support our Transport, Infrastructure, Capital Delivery projects.

- To manage the development and delivery of infrastructure projects, or parts of projects from concept to physical delivery, and post opening evaluation. This will include strategic and capital projects.
- To monitor, report and provide support for projects funded by the Combined Authority and delivered by others

## THE ROLE

- To support strong, collaborative partnerships with our supply chain as well as our Unitary Authority partners
- To support the review and evaluation of projects in conjunction with the Combined Authority Head of PMO and Head of Grant Assurance
- To support the delivery of the Metro Mayors Transport vision for the region.

## KEY RESPONSIBILITIES

- Responsible for the development and delivery of infrastructure projects from concept to delivery, in a sustainable manner, to time, cost and quality, within corporate guidelines and to develop appropriate delivery strategies and plans for specific projects. Projects could be strategic or capital delivery.
- Liaise with key internal and external stakeholders to ensure project success.
- Work with the Infrastructure Commercial Manager to procure and manage technical resources required for the delivery of the project.
- Control project change, risks and contingency within the project life cycle.
- Report on project progress to key internal and external stakeholders and through the democratic governance structure of West of England Combined Authority.
- Support the production of business cases to bid for project funding through Combined Authorities governance system, Central Government and other third-party funders.
- Support Combined Authorities Programme Managers, the Transport Operations and Transport Policy Team in delivering projects.
- Present complex engineering schemes, and strategic projects, clearly and concisely in plain English to a range of stakeholders.

## PERSON SPECIFICATION

### ESSENTIAL (MUST HAVE)

#### Qualifications and Knowledge

- Educated to degree level in relevant academic subject with significant project management knowledge or have the relevant practical experience to demonstrate a commensurate level of knowledge
- Qualification or significant experience in relevant project management disciplines and their practical application, including management of cost, risk, schedule, change and requirements
- Knowledge of UK engineering design and construction projects
- Understanding of UK and EU Public procurement requirements
- Knowledge of the requirements of corporate and construction health and safety

#### Experience

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

## ESSENTIAL (MUST HAVE)

- 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
- Experience of project management with the transport, planning & housing and /or infrastructure delivery sector

## REWARDS AND BENEFITS

Alongside a competitive salary, we offer an excellent benefits package including:

- 26/31 days annual leave plus bank holidays
- Generous Employer-Contribution Pension Scheme through the Avon Pension Fund
- Cycle to work scheme and secure bike parking
- Free eye tests for all display screen equipment (DSE) users
- Discounted monthly bus tickets
- Hybrid working to split your week between the office and home to help you achieve the best work/life balance and career goals.

We have recently moved into a new bright, airy, modern office space, with all the latest technology, under a 10-minute walk from Bristol Temple Meads Train Station. We offer flexible and hybrid working options too if you would rather work from home, or another suitable location.

*As an equal opportunities' employer, we invite applicants to contact us to identify any additional support they may need during the recruitment process.*

## WE PAY THE LIVING WAGE

We're proud to have been accredited as a Living Wage Employer

Living Wage accreditation means that everyone working at The West of England and Combined Authority receives a minimum hourly wage of £14.21 - higher than the government minimum for **over 23s, currently £10.42 per hour**



It also means that anyone who provides services to, or has contracts with us, must pay the Living Wage, setting the bar for good employer practices in the region. This includes those who provide services to The West of England and Combined Authority, such as cleaning and facilities management contracts, as well as those who have contracts with us - such as IT providers.