

JOB DESCRIPTION

JOB TITLE:	Project Manager – Digital Connectivity
MANAGED BY:	Programme Manager – Digital Innovation & Transformation
GRADE:	10

BACKGROUND

The West of England Combined Authority is seeking to appoint a Project Manager - Digital Connectivity to join the Strategic Innovation 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 in creatively and collaboratively tackling our region's biggest challenges by helping to bring to life fresh ideas, create new and different ways to deliver better services, and unlock better outcomes for people and place.

Come and help shape the future of the West of England, a place so many people are proud to call home.

THE ROLE

Working in the Strategic Innovation team and reporting to the Digital Innovation & Transformation Programme Manager, the post-holder will play a leading role in our new project delivery team, which will manage the successful implementation of our Digital Infrastructure Action Plan and other regional projects to deliver better digital connectivity, tackle digital exclusion and strengthen our economic resilience.

Digital connectivity underpins our regional ambitions. Delivery of our Digital Infrastructure Action Plan will require a high degree of coordination between different teams within the Combined Authority, the Councils, and our regional partners, including Government. The Project Manager will work strategically and operationally with public, private and third sector organisations to ensure all projects are delivered to time and budget with an emphasis on achieving high quality outputs and outcomes.

This is a really varied, pivotal role which will work with the Digital Innovation &

Transformation Programme Manager, the wider Strategy & Innovation team and other service areas across the Combined Authority, to support place-based digital transformation and ensure everyone in our region is well-connected with access to fast, secure, and reliable digital connectivity.

In addition to excellent project management experience, the post-holder will have the communication and networking skills to work in close consultation with the Unitary Authorities, telecoms providers and Government, as well as collaborative partnerships with regional and national partners across other sectors such as health, transport, education, and energy.

This role provides a real breadth of possibility, and hence we are looking to recruit as diverse a skill set as we can. Beyond the technical skills listed in the person specification, what we really need is:

- Critical or lateral thinking leading to creative solutions
- Someone sees the big picture, but can also break it down into real-world deliverables
- Focus on impact, highly collaborative and passionate about ensuring that place-based digital transformation has a positive impact across our region
- Curiosity and a desire for continuous learning – digital is not a static sector
- Someone who can be vocal and visible professionally, in whatever way works for you
- Ability to communicate complex issues to a variety of audiences, both technical and non-technical

If this sounds like you, we'd encourage you to apply and show us why you'd be a good fit for the role.

KEY RESPONSIBILITIES

The successful candidate will be expected to work flexibly on relevant projects as they arise. Core responsibilities will include:

- Translate the Combined Authority's new Digital Infrastructure Action Plan into a pipeline of deliverable projects, working in partnership with the Unitary Authorities, as well as regional and national partners, to drive better digital connectivity across the West of England.
- Manage project delivery, including budgets, resources, and delivery partners, ensuring there are up-to-date and appropriate project plans which can be used to, evaluate, monitor and report progress against agreed outcomes, key performance measures and milestones, and to forecast delivery timescales, resource and costs accurately.
- Act as the main point of contact or 'account manager' for the telecoms industry and Government on issues related to digital infrastructure and work closely with unitary authority stakeholders involved in the deployment process.
- Track broadband delivery progress, issues, and enquiries, coordinating with key stakeholders to identify and implement 'barrier busting' good practice to make it quicker, easier and cheaper to roll-out better connectivity.

- Proactively manage risks, issues, and dependencies likely to impact delivery, highlighting and escalating risks as needed, and working with stakeholders to mitigate and implement solutions.
- Manage processes for preparing grant funding claims, ensuring funding conditions are met, compliance with subsidy control processes and demonstrating value for money.
- Secure the resources and funding required to drive delivery Digital Infrastructure Action Plan, exploring commercial opportunities with the private sector, and working with Government to leverage national funding.
- Engage stakeholders and communicating effectively via internal and external channels, including the preparation of briefings for senior leaders and the Mayor, and raising awareness of our Digital Plan and regional digital ambitions.
- Identify synergies and developing opportunities for digital transformation to enable delivery of wider mayoral priorities, across transport, nature and the environment and clean, inclusive growth.
- Represent the team locally, regionally, and nationally promoting the West of England's ambitions and advocating for projects amongst senior leaders, officers, other key stakeholders, and wider beneficiaries.
- Shape advice and guidance to stakeholders to support understanding of various projects and ensure effective communication is maintained throughout
- Support delivery of Metro Mayoral priorities, including tackling digital exclusion and ensuring that the West of England is an amazing place to live.

PERSON SPECIFICATION

ESSENTIAL (MUST HAVE)

Qualifications and Knowledge

- Educated to degree level, or equivalent, or able to demonstrate equivalent professional experience in a relevant sector.
- Knowledge and experience of applied project management methodologies.
- Substantial knowledge of the following:
 - Telecoms sectors and digital connectivity (fixed, mobile and wireless)
 - Digital infrastructure deployment and the role of Local Government
- Knowledge of the regional policy context, national policies and latest thinking on digital infrastructure / telecoms sector and how this will impact the work of this role.

Experience

- Experience of operating at a strategic level within and across complex organisations.
- Delivering digital connectivity improvement projects and digital infrastructure rollout.
- Track record of successful project delivery (including risk management, governance and performance monitoring and reporting) managing risks, resources, project outputs and stakeholder expectations to agreed baseline (e.g. time, cost, quality).

- Effective resource, budget and staff management experience.
- Managing public sector procurement and grant-funded projects.
- Convening and managing delivery partnerships, developing strong stakeholder networks in the public, private and third sectors.
- Providing advice and guidance across a range of complex projects, representing these issues clearly and persuasively both internally and externally.
- Developing successful grant funding bids, business cases and investment propositions.
- Advocating and influencing at senior levels.
- Experience of working in an innovation/R&D, policy or strategy focused environment.

Skills and Competencies

- Ability to manage complex with competing demands.
- Highly developed skills in partnership working at strategic levels and collaborative working to achieve shared outcomes.
- Ability to manage project teams, delivery partnerships and external contractors to maximise delivery and impact of projects/programmes.
- Excellent verbal and written communication skills, able to translate complex information into clear, engaging and high-quality reports for a variety of audiences.
- Project financial management, including planning, forecasting and monitoring.
- Identify funding priorities, attract finance and support strategic decision making.
- Able to facilitate workshops, collaborative ideation and task & finish working groups.
- Proven ability to manage conflicting and changing priorities, work accurately under pressure and maintain a focus on delivery.
- Ability to understand and articulate the needs of individual users, local communities and businesses.

DESIRABLE

- Professional in project management qualification (such as PMQ, PRINCE2 or MSP).
- Knowledge or experience in one or more of the following: place-based digital transformation, digital ecosystems and digital inclusion
- Knowledge of the West of England Combined Authority and Local Enterprise Partnership and how they contribute to delivering better outcomes for the region.
- Experience of local and UK government policies, practices and procedures.
- An understanding of public funding, including the principles and application of Subsidy Control / State Aid legislation.
- Delivery of innovation and/or R&D projects.

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.

