

JOB DESCRIPTION

JOB TITLE:	Project Manager
MANAGED BY:	
GRADE:	10

ROLE OVERVIEW

Key accountabilities

- To sponsor 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.
- To support strong, collaborative partnerships with our supply chain as well as our Unitary Authority partners

Key relationships

The role will collaborate closely with Unitary Authority teams, our third-party supply chain, and internal teams in the Combined Authority

THE ROLE

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

Key Attributes:

To support the delivery of key programmes across the West of England, we are seeking a Project Manager/Sponsor to join our Capital Delivery Team. The Capital Delivery Team is responsible for sponsoring and project managing over £1bn worth of transport projects in the region.

This role will be working as a Sponsor in the City Regions Sustainable Transport Programme, worth £616m to the region. However, staff can be moved to different projects in the Capital Delivery team depending on business needs and staff career development goals, therefore the role can switch between a sponsor and direct project management.

KEY RESPONSIBILITIES

- Responsible for the sponsoring or directly managing 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.
- Would with the Commercial and Human Resources, Unitary Authority teams 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 Mayoral 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 Planning & Housing Team, 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 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

- 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

Skills and Competencies