

JOB DESCRIPTION

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| JOB TITLE: | CRSTS Project Manager - Environment |
| MANAGED BY: | Senior Environment Manager - Sustainable Transport |
| GRADE: | 10 |

BACKGROUND

The West of England Mayoral Combined Authority is seeking to appoint a Project Manager to manage environmental advice and guidance to the City Region Sustainable Transport Settlement (CRSTS) programme, working across the Environment and Infrastructure Directorates.

We were awarded over half a billion pounds (£540m) for the CRSTS programme to improve the West of England's sustainable transport system. This was the highest amount of funding per head awarded in England.

The CRSTS programme focuses on delivering strategic public transport corridors and improving our walking and cycling infrastructure. The projects within the CRSTS will connect as many households as possible with employment and education; resolve reliability issues; maximise future patronage; and support areas of deprivation. The specific interventions within the corridors aim to improve the frequency, reliability and service provision of our bus network through bus prioritisation measures while also enhancing its connectivity with walking and cycling infrastructure. Measures include developing continuous bus lanes, traffic signal prioritisation, segregated walking and cycling infrastructure, standardised high-quality bus stops and enhancing our key transport hubs. CRSTS also includes delivering an integrated public transport ticketing system with consistent regional branding.

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 and ecological 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 leading our response to tackle the climate and ecological

emergency. We are delivering on the West of England's Climate and Ecological Strategy and Action Plan and making the West of England the bee and pollinator capital of the U.K. as we push to reach our very ambitious net zero targets by 2030.

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

Note to candidates: we know that long lists of criteria can be daunting, and that some candidates will not apply for a role unless they feel they are 100% qualified. If you feel you meet most of the essential criteria below, we still encourage you to apply. If you need any additional support during the recruitment process, please get in touch.

PURPOSE OF THE JOB

Reporting into the Senior Environment Manager, the Project Manager will manage a one-year task and finish group that will provide environmental advice, ensuring regulatory compliance with legislation and standards for CRSTS projects. The role will work closely with the wider CRSTS team to ensure that any work or proposals are achieved mindfully. As a team, we commit to ensuring we deliver for the business, the communities in our region and for the environment.

We are looking for a project manager with experience of integrating environmental issues or delivering environment projects. This role will help us to deliver infrastructure that contributes to our climate change targets, integrates nature, is resilient to climate change and has reduced environmental impacts.

The role will be accountable for ensuring the delivery of the work programme within the year's timeframe.

The role will provide clarity for project managers on the environmental requirements for the CRSTS programme. It will manage the approach, integrating topics, such as environmental impact assessments, nature and biodiversity net gain, carbon, flood risk, and contaminated land. The role will manage the technical experts and together they form the task and finish group.

The role will set out clearly the environmental requirements for business case stages and the construction stage, procurement specifications, grant agreements, and contractual arrangements, and possibly health and safety.

Where there are gaps in the requirements, they will identify and clarify those gaps, and work with teams to identify the options, consult on these and present for decision-making.

They will take a proportionate approach when applying requirements, whilst ensuring consistently high standards of environmental performance. The role will develop the advice to be in a form that project managers can understand and work with efficiently and effectively. The role will also produce high-quality final drafts of environmental

advice and to submit through the approval process.

The role will manage the assessment and appraisal of projects against the environmental requirements, identifying actions to deliver high performance. They will work with the monitoring and evaluation team to put evaluation and monitoring in place.

The role will work collaboratively with stakeholders, including the unitary authorities, to enable inclusive working, knowledge sharing, and regional consistency.

KEY RESPONSIBILITIES

- Manage the work programme to deliver the project objectives, milestones, and timescales.
- Line management of team members.
- Collate, review, and decipher legal, grant agreement, policy, project and technical documents and brief the technical experts to gain their input efficiently and effectively into setting out the environmental requirements.
- Interpret and collate the technical expertise input into concise, clear, and consistent project documents for project managers.
- Adopt a proportionate and risk-based approach for integrating the environment across the CRSTS programme.
- Set out clear requirements for the business case development stages, stage gates, grant agreements (where applicable), contracts, health and safety, budgeting, and forecasting.
- Manage the technical experts to deliver the assessment and appraisal of CRSTS projects in respect to meeting their environmental requirements.
- Develop the approach for evaluating, monitoring, and auditing CRSTS projects in relation to their environmental requirements.
- Apply a continuous improvement approach, including capturing lessons learned.
- Proactively engage and communicate with CRSTS project managers, internal and external stakeholders, including the unitary authorities.
- Escalate project risks, as and when required, to management and stakeholders.
- Contributes to a positive team culture with a passion for improving environmental outcomes of infrastructure projects.
- Keep track of project finances, costs of environmental work and their communication.
- Create and update project documentation, including timelines, risk registers, etc., and ensure project delivery to tight deadlines.
- Provide written and verbal regular updates to their line manager and briefings for senior leaders as required.
- Act as an ambassador for the Environment Directorate and the Mayoral Combined Authority in all interactions with external stakeholders.

ESSENTIAL (MUST HAVE)

Qualifications and Knowledge

- Educated to degree level or with equivalent work experience.
- Professional qualification in project management and/or equivalent experience in project management, ideally applied in infrastructure design and construction.
- Knowledge of the wider climate and nature emergencies and national, regional, and local responses to it.

Experience

- Experience of managing projects with tight timescales
- Demonstratable experience of integrating environmental issues into projects or delivering environmental projects.
- Experience of applying a proportionate approach to reflect project complexity, size and impact.
- Understanding of options development with stakeholder input to aid decision making when requirements are unclear.
- Experience of communicating (oral and written) with a wide range of people, including internal and external stakeholders, to gain buy in; and of explaining technical/complex information in an easy-to-understand manner.

Skills and Competencies

- Can operate with minimal direction.
- Excellent project management skills.
- Always work in a collaborative way while simultaneously setting direction.
- Holds oneself and others to account for delivery.
- Manages, engages, and encourages the development of others within the combined authority.
- High standards of written and spoken communication.
- Excellent organisational and administrative skills for organising meetings, events and workshops, taking notes, allocating and chasing up actions.
- Able to research, collate and analyse issues and develop approaches to problem solving.
- Able to prioritise workload, to work under pressure and meet deadlines, acting on own initiative when necessary.

DESIRABLE

Qualifications and Knowledge

- An understanding of environment regulations/legislation/policy.
- Qualification or experience in relevant project management disciplines and their practical application.
- IEMA qualification

- Knowledge of Business Case development for public sector funding in the UK, ideally in the infrastructure sector.
- Demonstratable knowledge of developing grant/contract clauses.

Experience

- Previous experience of design and construction projects.
- Integrating environmental requirements into UK engineering design and/or construction projects.
- Local and UK government policies, practices, and procedures.
- Large complex programme delivery, particularly in infrastructure.
- Leading and managing multidisciplinary teams, including technical experts.
- Line management.

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 £15.17 - higher than the government minimum for over 21s, currently £11.44 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.

WE ARE A FOUNDING MEMBER OF THE GOOD EMPLOYMENT CHARTER

We're proud to have been accredited as a founding Member of the West of England Good Employment Charter.

The [Good Employment Charter](#) is a voluntary membership and accreditation scheme aimed to create an active network of employers within the West of England that are committed to supporting the basis of 'good work'. The Good Employment Charter is defined by seven key characteristics of good employment: recruitment, secure work, Real Living Wage, developing people, health & wellbeing, flexible work and engagement & voice.

