

JOB DESCRIPTION

JOB TITLE:	Project Manager
MANAGED BY:	Rail Programme Manager
GRADE:	10

BACKGROUND

The West of England Combined Authority is seeking to appoint a Project Manager to join the Infrastructure Capital Delivery Rail programme 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 to be spent on Infrastructure projects. Over the next 5 years, over £250m is forecasted to be invested specifically in rail projects and MetroWest is the flagship programme. The successful candidate will work closely with key stakeholders in the local authorities and Network Rail to oversee the detailed design and construction of an unprecedented **five new railway stations in the region**, drive accessibility improvements at existing regional stations, and oversee the introduction of new railway services. Works to build the first new station in our region since the 1990's have already started, and a site works at a second site are due to mobilise in spring 2023.

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 Senior Project Manager, the Project Manager will specialise in railway projects

As a Project Manager you will

- Be accountable for the delivery of projects and programmes, in conjunction with

partners. This role will oversee the design and delivery of new stations, as well as projects aimed at improving accessibility at existing stations.

- Support the development of projects from concept to physical delivery, and post opening evaluation, in conjunction with the Combined Authorities Planning & Housing and Transport Teams.
- Work with the supply chain to deliver efficient design solutions which maximise of benefits of intermodal travel (rail, bus, walking, cycling, e-scooter)
- Help to support the establishment and delivery of strong, collaborative partnerships with Public Transport operators in the region, as well as with our Unitary Authority partners.
- Be responsible for the delivery of project and programme benefits until transferred into Business-As-Usual activities either within the Combined Authority, or transport operator partners or Unitary Authorities.
- Work collaboratively with our other Project Managers, and Unitary Authority Partners, to ensure effective, efficient and future proofed infrastructure delivery.
- Drive value for money and efficiencies through your programmes, identifying minimal viable products for infrastructure and system change projects.
- Ensure equality and diversity is at the heart of everything we do, with a community lead ethos

KEY RESPONSIBILITIES

- Responsible as part of a portfolio team for a suite of projects to time, cost and quality, engaging with key internal and external stakeholders to ensure success
- Develop, manage, and influence schedules and cost plans for your projects and programmes.
- Develop, coach, line manage more junior members of staff, working with HR and PMO on the Combined Authorities learning and development programme
- Manage change to project and programme requirements, cost, quality, time, and cost, through the combined authorities change governance through the Programme Management Office (PMO)
- Manage risks, assumptions, dependencies, issues, and opportunities across allocated projects.
- To advocate and lead the development of projects from concept to physical delivery and post opening evaluation in conjunction with the Transport Team
- Ensure the portfolio of projects links clearly with the overall Business Plan, Joint Local Transport Plan and Local Industrial Strategy
- Ensure compliance to H&S legislation, including CDM and encourage a positive safety culture.
- Manage technical resources required for the delivery of projects via the West of England Professional Services Framework
- Oversee the process of procuring construction contracts and subsequent contractual project management in conjunction with the Procurement & Commercial Team
- Ensure compliance to Environmental legislation and deliver best practice sustainability initiatives in conjunction with the Environmental Team
- Report on project progress to internal and external stakeholders and through the PMO, and democratic governance structure
- Collaborate effectively with Public Transport Operators, Unitary Authorities, and

- other partners to ensure the portfolio of projects aligns with regional priorities
- Manage the production of business cases to bid for project funding through the Combined Authorities governance, Central Government and other third-party funders and their respective approach to project evaluation.
- Lead multi-disciplinary project teams to ensure successful delivery
- Lead meetings and present to key senior stakeholders on progress against delivery
- Present complex engineering schemes clearly and concisely in plain English to a range of stakeholders including the local media

PERSON SPECIFICATION

ESSENTIAL (MUST HAVE)

Qualifications and Knowledge

- Educated to degree level or equivalent in relevant academic subject with technical knowledge or have the relevant practical experience to demonstrate a commensurate level of technical knowledge within the transport sector.
- Demonstrable knowledge of UK engineering design and construction projects
- Demonstrable knowledge of the requirements of Corporate and Construction Health & Safety (Including CDM regulations)
- Qualification or experience in relevant project management disciplines and their practical application, including Risk Management

Experience

- Previous experience delivering railway infrastructure projects, in both the development and construction project phases.
- Management of design and construction contracts and negotiating contract changes
- Collating, preparing, and presenting complex information to a range of key stakeholders to secure buy-in and engagement, including project performance reporting
- Collaborative working environments

Skills and Competencies

- Can operate with minimal direction

- Excellent project management skills
- Good communicator
- Always work in a collaborative way while simultaneously setting direction
- Holds oneself and others to account for delivery
- Demonstrable commercial awareness
- Leads, engages, and encourages the development of others within the combined authority.

DESIRABLE

- knowledge of Business Case development for public sector funding in the UK
- Demonstrable knowledge of UK and EU Public Procurement Requirements
- Experience of large complex programme delivery particularly in Infrastructure
- Managing multi-disciplinary teams.
- Experience line managing team members
- Understanding of working in a political environment

REWARDS AND BENEFITS

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

- 25 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.

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 £9.90 - higher than the government minimum for over 23s, **currently £9.50 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.