

JOB DESCRIPTION

JOB TITLE:	Programme Manager – Mass Transit
MANAGED BY:	Head of Mass Transit
GRADE:	13

THE ROLE

The West of England Mayoral Combined Authority (WECA) has secured major funding to invest in mass transit plans to deliver the breakthrough that the region needs to develop committed and operational mass transit routes in the region. ‘Mass transit’ means public transport services that run frequently, provide plenty of seats, offer comfortable vehicles with modern amenities, and are more reliable by having dedicated operating space. Mass transit could take different forms in different places, based on what best meets the characteristics of each corridor: trams, rail, metrobus, guided buses, or other options.

This role is key to achieving this, supporting us in developing a 15-year plan for mass transit for all of our economic growth zones, our ambition to start delivery of the first projects within 4-5 years, and making a unified and compelling case to government for further investment.

Reporting to the Head of Mass Transit, the Programme Manager will lead the day-to-day development of the Mass Transit programme, translating strategic ambition into a clear, credible and deliverable workplan. The postholder will drive progress across multiple workstreams, manage dependencies, and ensure the programme is equipped with the evidence, governance, and discipline required to secure Government confidence and investment. This will include significant coordination with partner councils and the private sector.

This role is a senior programme leadership position, and may in future be supported by a wider matrix-managed group drawn from the MCA and Unitary Authorities. The role also includes line management responsibilities.

KEY RESPONSIBILITIES

Programme Leadership & Workplan Delivery

- Lead day-to-day work on development of Mass Transit, with accountability for the overall work programme.
- Develop, maintain and drive a comprehensive Mass Transit programme plan, setting out clear workstreams, milestones, dependencies, risks and resource requirements as business cases for Mass Transit are developed and assured.
- Translate high-level vision and policy ambition into practical, sequenced delivery activity, ensuring momentum across business case, strategy, consenting, land, financing and engagement strands.
- Establish clear programme controls, including risk management, issue escalation, reporting and assurance processes.
- Track progress against agreed milestones and ensure timely resolution of blockers, escalating where necessary to the Head of Mass Transit.
- Develop, coach and manage more junior members of staff.

Governance & Coordination

- Support the Head of Mass Transit in operating effective governance arrangements for the programme, including programme boards, sponsorship boards and reporting to senior stakeholders.
- Coordinate inputs across the MCA and Unitary Authority partners, ensuring clarity of roles, responsibilities and decision pathways.
- Prepare high-quality briefings, reports and updates for senior officers, elected members and Government partners.

Partnership & Stakeholder Management

- Act as a senior programme lead for the West Innovation Arc across the partnership, building strong working relationships with:
 - Other WECA departments and teams, including Place, Finance and Commercial
 - Unitary Authorities
 - Government stakeholders, including DfT and MHCLG
 - Key regional stakeholders including landowners / developers and employers
 - Public transport operators
- Work closely across the MCA to align the Mass Transit programme with wider work, including the Spatial Development Strategy, New Towns programme and delivery of the remainder of the MCA's £752m Transport for City Regions (TCR) allocation.
- Represent the Combined Authority at external events.

Programme Development & Outputs

- Lead and coordinate the preparation of key programme outputs, including business cases, supporting strategies and land and financial strategies

- Ensure outputs are robust, aligned with regional and local strategies, and suitable for submission to Government and funding partners. This will include through the robust commissioning and managing of external consultants.
- Develop, manage and influence schedules and cost plans for your projects and programmes.
- 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 the programme.

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
- Good knowledge of UK engineering design and construction projects
- Good knowledge of UK and EU Public Procurement Requirements
- Strong programme management skills, including planning, risk management, dependency management and performance reporting.
- Ability to translate strategic ambition into clear, deliverable plans and actions.
- Excellent stakeholder management and influencing skills, with the confidence to operate with senior officers, elected members and government officials.
- Sound understanding of transport business case development in a public-sector context.
- Strong written and verbal communication skills, including drafting reports and briefings for senior audiences.

Experience

- Significant experience of programme management in a complex public-sector environment.
- Proven ability to develop and deliver complex, multi-workstream programmes, coordinating inputs from multiple organisations and disciplines.
- Experience of working with central government, local authorities and delivery agencies.
- Experience of managing teams to deliver shared outcomes.

Skills and Competencies

- Highly organised, proactive and delivery-focused.

- Collaborative and resilient, with the ability to navigate complexity and ambiguity.
- Politically aware and comfortable operating in a high-profile, multi-partner environment.
- Excellent stakeholder engagement skills, especially partnership working.
- Always works in a collaborative way while simultaneously setting direction.
- Holds oneself and others to account for delivery.
- Demonstrable commercial awareness.

DESIRABLE

Qualifications and Knowledge

- Familiarity with the West of England or comparable city-region context.
- Professional qualification in a relevant discipline (e.g. transport planning, programme or project management).