

**AMBITIOUS**
**CREATIVE**
**COLLABORATIVE**
**SUPPORTIVE**

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Junior Project Manager - Capital Delivery
<b>MANAGED BY:</b>	Strategic Programmes Manager
<b>GRADE:</b>	9

## BACKGROUND

### The Employer: The West of England Combined Authority (WECA)

The West of England is an economic leader with an economy worth over £33 billion a year. With a population of over 1.1 million people, one of the highest rates of employment in the country, and over 45,000 businesses, the region competes on a global scale. The West of England is a place where highly-skilled people work, where ideas flourish, and where businesses grow. It's also a place that a diverse population of people call home.

The West of England Combined Authority (WECA) was formed in 2017, to champion the region and drive clean and inclusive economic growth. As a result, significant powers and funding have been transferred to the region through the new Combined Authority and West of England Mayor.

Our aim is to deliver economic growth for the region and address some of our challenges, such as productivity and skills, housing and transport.

WECA is made up of three of the local authorities in the region - Bath & North East Somerset, Bristol and South Gloucestershire. Building on a strong track record of partnership working in the region, the West of England Combined Authority continues to work closely with North Somerset Council. The Combined Authority also the accountable body for the West of England Local Enterprise Partnership.

WECA is an equal opportunities employer, in line with the Equalities Act 2010, and invite applicants to contact us to identify any additional support they may need during the recruitment process.

## PURPOSE OF THE JOB

- To support Programme Managers in the delivery of key infrastructure programmes across the West of England.
- To be responsible for projects or work packages within those projects, and to drive

effective delivery in relation to time, cost and quality.

- To support strong, collaborative partnerships WECA's supply chain, as well as with our Unitary Authority partners.
- To support the review and evaluation of projects in conjunction with the WECA Head of Grant Management and Assurance, and the WECA PMO Manager.

## KEY RESPONSIBILITIES

- Supported by the Programme Manager, manage a project or work package to time, cost and quality, engaging with key internal and external stakeholders to ensure success.
- To identify and manage interdependencies against WECA's overall corporate programme, WECA Business Plan and WECA Local Industrial Strategy and other projects as required
- Participate in the procurement of resources for the project and undertake the day to day oversight of those resources
- Report on project progress to internal and external stakeholders and through the WECA PMO, and democratic governance structure of WECA.
- Drive collaboration with Unitary Authorities and other partners to ensure projects align with regional priorities
- Support the production of business cases to bid for project funding through WECA's governance system, Central Government and other third-party funders.
- Support WECA's Programme Managers and Transport Policy team in delivering WECA's Transport Vision.
- Be an effective part of multi-disciplinary project team to ensure successful delivery
- Facilitate meetings and present to project stakeholders on progress against delivery

## PERSON SPECIFICATION

### ESSENTIAL (MUST HAVE)

#### Qualifications and Knowledge

- Educated to degree level in relevant academic subject / or have the relevant practical experience to demonstrate a knowledge of the technical challenges within the transport sector
- Strong organisational skills and experience of managing the achievement of key outcomes for your organisation

#### Experience

- Project management experience in the delivery of transport and infrastructure projects is advantageous but other sector experience may be considered
- Reporting on delivery progress
- Working in multi-disciplinary technical teams
- Presenting information to a range of key stakeholders to secure buy-in and engagement

#### Skills and Competencies

- Project management skills
- Good communicator
- Always work in a collaborative way
- Holds oneself and others to account for delivery
- Understanding of working in a political environment
- Most importantly, you will be a proactive person with a desire to develop your career in Project Management. You will want to make a difference.

### DESIRABLE

- Knowledge of UK civil engineering design and construction
- knowledge of UK and EU Public Procurement Requirements
- Qualification in relevant project management disciplines and their practical application, including Risk Management
- Knowledge of the requirements of Corporate and Construction Health & Safety
- Chartered / working towards chartership by a relevant industry body e.g. ICE, IStructE, RICS, APM

### REWARDS AND BENEFITS

#### WECA staff receive:

- 25 days annual leave, rising to 30 after five years' continuous service, plus bank holidays, pro rata
- Auto-enrolment into the Avon Pension Fund
- Cycle to work scheme and secure bike parking

- Free eye tests for all display screen equipment (DSE) user
- Commuter Travel Club - WECA employees can sign up to receive discounted monthly bus tickets, unlimited bus travel for work or leisure within your chosen zone, automatic ticket renewal and price freeze for 12 months.