

JOB DESCRIPTION

JOB TITLE:	Junior Project Manager
MANAGED BY:	Project Manager/Senior Project Manager
GRADE:	9

BACKGROUND

The West of England Combined Authority is seeking to appoint a Junior Project Manager to join the Project Management Team - Infrastructure.

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 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 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

The Combined Authority is seeking a Junior Project Manager to work across our Infrastructure Portfolio. The ideal candidate will have worked in a project environment and has an interest in developing their career in project management.

The Junior Project Manager will be responsible for the delivery of projects or work packages, driving effective delivery in relation to time, cost, quality and benefits. The Junior Project Manager will support strong collaborative partnerships with our supply chain, as well as with our Unitary Authority partners. This is an excellent role to further your career in project management.

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 our overall corporate programme, Business Plan 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 PMO, and democratic governance structure of the Combined Authority.
- 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 our governance system, Central Government and other third-party funders.
- Support the Programme Managers and Transport Policy team in delivering the Combined Authorities' 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
- Presenting information to a range of key stakeholders to secure buy-in and engagement

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

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

Qualifications and Knowledge

- 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

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.

We are about to move into a new bright, airy, modern office space, with all 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 £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.