

JOB DESCRIPTION

JOB TITLE:	Project Manager
MANAGED BY:	Programme Manager – Future Transport Zone
GRADE:	11

BACKGROUND

Working at the West of England Combined Authority

The West of England is a fantastic place to live and work; a place where ideas flourish and businesses grow, and a diverse population calls home. With a highly-skilled workforce, innovative businesses, rich cultural and natural assets, and excellent connections, the West of England competes on a global scale.

In 2017, the West of England Combined Authority was formed to bring the region together to drive economic growth. Significant powers and funding were transferred to the region to support work to ensure residents have better skills, more job opportunities and a better quality of life. In May 2021, the second Metro Mayor for the West of England was elected, and we're working with our regional partners and with Government to deliver against our ambitious agenda, protect the environment and ensure the West of England continues to be a thriving, successful and innovative place for future generations.

Covid-19 has had a big impact on the West of England, and we are leading the regional economic recovery, bringing people together to ensure our region continues to build on its success.

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

We are an equal opportunities employer, in line with the Equalities Act 2010, and invite applicants to contact us to identify any additional support needed during the recruitment process.

PURPOSE OF THE JOB

- The purpose of this key post is to manage the development and delivery of individual, or parts of, transport projects, for the West of England Combined Authority and its partners, from concept to delivery, and post opening evaluation.
- To monitor, report and manage transport projects funded by the West of England Combined Authority and delivered by others ensuring projects achieve their targeted outputs and outcomes to time, cost and quality
- To manage stakeholder relationships, ensuring strong, collaborative partnerships with the West of England Combined Authority's supply chain, as well as with our Unitary Authority partners.
- To support the review and evaluation of projects in conjunction with the West of England Combined Authority Head of Grant Management and Assurance, and the West of England Combined Authority Programme Management Office.
- This role may require some site based work

KEY RESPONSIBILITIES

- Responsible for the development and delivery of transport projects from concept and planning to delivery, in an environmentally responsible manner, to time, cost and quality, within corporate guidelines and to develop appropriate delivery strategies and plans for specific projects
- Oversee key internal and external stakeholder relationships to ensure project success
- Procure and manage technical resources required for the delivery of the project
- Manage the procurement of contracts and subsequent day to day contractual project management
- Manage and control project change, risks and contingency within the project life cycle, through analysis, options evaluation and dealing with variances appropriately
- Report on full project progress, based on agreed targets and forecast delivery timescales, to key internal and external stakeholders and through the democratic governance structure of the West of England Combined Authority
- Support the production of business cases to bid for project funding through the West of England Combined Authority's governance system, Central Government and other third-party funders
- Support the West of England Combined Authority's Programme Managers and the Transport Policy Team in developing and delivering the West of England Combined Authority's transport vision, taking ownership for the successful delivery of their projects
- Present complex schemes clearly and concisely in plain English to a range of stakeholders
- Ensure effective communication is maintained throughout the projects

PERSON SPECIFICATION

ESSENTIAL (MUST HAVE)

Qualifications and Knowledge

- Educated to degree level in relevant academic subject with significant project management knowledge or have the relevant practical experience to demonstrate a commensurate level of knowledge
- Good knowledge of the transport sector
- In depth knowledge of UK engineering design and construction projects
- Understanding of UK and EU Public procurement requirements and operating partnerships between the public and private sectors
- Qualification or significant experience in relevant project management disciplines and their practical application, including management of cost, risk, schedule, change and requirements

Experience

- Good project management experience in the delivery of transport and/or infrastructure projects
- Leading multi-disciplinary technical teams
- Managing contractors, controlling scope and change
- Managing and reporting on contractor performance, resolving issues, managing risks and facilitating delivery of projects
- Proven ability to understand and promote complex issues in a persuasive and sensitive manner, presenting complex information to a range of key stakeholders to secure buy-in and engagement

Skills and Competencies

- Highly developed skills in partnership working at strategic levels and ability to deal professionally with a range of often conflicting views, working collaboratively to agree priorities and achieve shared outcomes.
- Excellent project management skills
- High standards of written and spoken communication
- Always work in a collaborative way while simultaneously setting direction
- Holds oneself and others to account for delivery
- Demonstrable commercial awareness
- Understanding of working in a political environment

DESIRABLE

Qualifications and Knowledge

- Chartered and/or member of a relevant industry body e.g. APM, ICE, IStructE, RICS

Experience

- Delivering projects within a political public sector environment
- Working with the transport and infrastructure delivery sector

Skills and Competencies

- Good understanding of customer-centric service design methods

REWARDS AND BENEFITS

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) users
- Commuter Travel Club - all 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.
- The Combined Authority has adopted a Hybrid working approach, which enables employees to split their week between working in the workplace and working remotely. Hybrid Working forms just part of the flexible working options that the Combined Authority is offering as the new way of working. Flexible working is an arrangement that enables employees to have a way of working that suits and employee's and employer's needs whilst maintain a work-life balance.

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 £9.50 - significantly higher than the government minimum for over 25s, currently £8.72 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.