

## Job Description

**Post Title:** Head of Delivery - Metro

**Directorate:** Delivery Directorate

**Reports to:** Delivery Director - Metro

**Direct Reports:** Up to 3

**Key Relationships:** Delivery Directorate – Technical Services Unit & Transport Portfolio Office, TfWM Policy, Strategy and Innovation team, TfWM Network Resilience team, senior officers at local authorities, transport planning consultants and civil engineering contractors, TfWM Heads of Service and Directors, Midland Metro Alliance, Midland Metro Ltd

### Role Purpose

The Metro Head of Delivery will be accountable for leading and managing the detailed design and construction of the metro (light rail) investment programme within the Delivery Directorate at Transport for West Midlands (TfWM). Metro investment forms a major part of TfWM's £1.6bn capital transport investment programme with the delivery lead being responsible for an estimated annual spend of c. £200m.

The Head of Delivery will be responsible for leading and managing the supply chain's role in delivery, establishing and maintaining high value and collaborative arrangements with funders, partners organisations, stakeholders and customers, and evolving TfWM to a best-in-class delivery organisation.

Currently a public private partnership arrangement is in place with the Midland Metro Alliance (MMA) for delivery of line extensions of the Midlands Metro. The Metro Head of Delivery will work closely with the MMA in overseeing successful project delivery, ensuring business case outcomes are maximised and TfWM's delivery reputation is positively enhanced through the timeline on budget delivery of the programme.

### Responsibilities

- Lead a high profile, multi-agency team overseeing detailed development and construction activities of major metro infrastructure projects with responsibility for a delivery spend rate of c.£200m per annum.
- Accountability, leadership and oversight of MMA detailed design development activities through to construction of major metro infrastructure of significant value. This is likely to cover highway design, trackform and alignment, tramstops, OHLE, signalling, traction power and network communications.
- Establish, build and maintain collaborative relationships with WMCA colleagues, relevant local authorities, funding bodies and other stakeholders as appropriate to deliver the project in line with the requirements of the relevant Programme Boards.
- Provide technical leadership across the MMA and supply chain within a commercial context to ensure affordable delivery to programme, schedule and budget. This will include responsibility for commercial strategies, leading dispute resolution and supply chain engagement in accordance with WMCA's published procurement policies and statutory requirements;

- Manage and direct the activities and performance of the MMA to ensure that works (including design, technical and environmental assessments, cost and demand forecasting, land referencing, surveying, ground investigation, construction) are progressed in a timely, efficient and cost-effective manner;
- Work alongside the Technical Services Unit, integrate technical and functional design principles to deliver best value and positively support the design review process.
- Provide leadership of the application, management and utilisation of construction contracts (such as NEC) to manage contractor performance.
- Ensure that all elements of programme are integrated into design and delivery of the project, including design approval for and on behalf of TfWM and with local authorities, ensuring compliance with highway standards and technology requirements.
- Lead the preparation and delivery of reports for senior management, elected members, WMCA committees, programme boards and Local Cabinet, ensuring that project documentation produced for review and approval is done so in a timely and accurate manner.
- With support from finance and commercial colleagues, manage budgets and ensure that financial administration, monitoring and reporting is of the highest standard and that appropriate financial scenarios can be tested;
- Ensure that lessons learnt as part of the post project review within the gated project lifecycle process are recognised and implemented as appropriate in development and delivery of the project portfolio going forward.
- Work collaboratively with key stakeholders and elected members to promote Roads projects with local communities.
- Managing direct reports in accordance with WMCA's published HR policies and procedures.

### Person Specification

Please specify (X) whether the experience required is Essential (E) or Desirable (D)	Assessment Method				
	E	D	App*	Int**	Other***
<b>Experience</b>					
Evidence of successfully delivering high-value, complex civil engineering infrastructure programmes and projects on time and to budget.	X		X	X	
Light rail project experience		X	X	X	
Evidence of leading, managing and developing high-performing, multi-discipline teams	X			X	
Experience of commissioning technical services through the procurement and management of the supply chain	X			X	
Knowledge and experience of managing Local Authority governance and processes.	X			X	
Experience of working with local enterprise partnerships, DfT, local highways and planning authorities, emergency services, Highways England and other relevant stakeholders.	X			X	
Previous experience of working in a sensitive political environment.	X		X		
Through understanding of CDM, construction health and safety, highway and town planning legislation, asset management.	X		X		
Broad understanding of transport planning principles.		X	X	X	
<b>Skills/Knowledge/Abilities</b>	<b>E</b>	<b>D</b>	<b>App</b>	<b>Int</b>	<b>Other</b>
A strong understanding of safety requirements and experience of managing projects in a safety critical environment	X		X		

Ability to build and maintain effective partnerships and influence senior stakeholders across a large, complex organisation and engage them in adopting new ways of working to improve project delivery performance.	X		X	X	
Have a thorough, well-grounded knowledge of project costs and be able to benchmark against good practice	X		X		
Excellent negotiation and influencing skills, ability to shape decision making among multiple stakeholders	X		X	X	
Excellent project and stakeholder management skills.	X		X	X	
Demonstrable and thorough working knowledge of NEC4 and NEC3 contract options, as well as procurement and management processes.	X			X	
<b>Qualifications/ Professional Memberships</b>	<b>E</b>	<b>D</b>	<b>App</b>	<b>Int</b>	<b>Other</b>
An appropriate degree level qualification or appropriate alternative. e.g. Civil Engineering, Highways or Building.		X	X		
Appropriate professional memberships e.g. APM, ICE, CIHT.		X	X		
Chartered status		X	X		
PRINCE2 Practitioner (or equivalent).		X	X		

\* Application

\*\* Interview

\*\*\* Details will be shared at interview stage

### Core Expectations

Our culture is underpinned by what we do and how we do it. Our behaviours outline the ways we need to work to deliver success, become truly inclusive, and make the organisation somewhere where everyone can give their best contribution.

Value	Competency	Behaviour
Collaborative	Team Focused	Works as part of team, managing and leading.
	Service Driven	Customer, resident and partner focussed.
Driven	Empowered & Accountable	Takes ownership and leads when needed.
	Performance Focused	Ambitious and going the extra mile.
Inclusive	'One Organisation' Mindset	Believe in each other's expertise.
	Open & Honest	We do what we say we are going to do.
Innovative	Forward Thinking	Embrace change and open to new possibilities.
	Problem Solving	Go for clear and simple whenever possible.

### Health and Safety

All employees have a duty to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work; and co-operate with their employer so far as is necessary to enable it to successfully discharge its own responsibilities in relation to health and safety.

### Equality and Diversity

To promote and champion equality and diversity in all aspects of the role.

### Learning and Development

To participate in and take responsibility of any learning and development required to carry out this role effectively.

**Performance Management**

To actively engage in the performance management process and take responsibility for managing performance outcomes.

**GDPR (General Data Protection Regulation)**

To ensure the reasonable and proportionate protection, processing, sharing and storing of WMCA information in accordance with the relevant legislation, corporate policies, and in the best interests of the data subjects (Data Protection/GDPR), the WMCA, our partners, and the West Midlands, in all aspects of the role.

**Other**

There may be a requirement to work outside normal office hours on occasion to meet work deadlines, give presentations, attend meetings etc., including a requirement to work within stakeholder and partner offices within the WMCA Constituent area on a regular basis.