



Job Description

Post Title: Major Project Delivery Lead

Directorate: Transport for West Midlands: Policy, Strategy and Innovation

Reports to: Transport Innovation Principal Project Lead

Key Relationships:

- Colleagues in WMCA
- Local Authority Transport Officers
- Funding Bodies UK and European
- Private sector partners
- West Midlands Innovation Community
- Academic institutions
- Consultancies and agencies

Role Purpose

Manage the development and delivery of major projects within the Swift Programme to time, cost and quality, utilising and managing the appropriate resources, over the project lifecycle for the wide reaching Swift Smartcard Programme.

This is to be carried out in accordance with the requirements defined within the approved governance structure, whilst utilising the processes detailed and fulfilling the roles and responsibilities. These are outlined, within the approved gated project management lifecycle review processes for project development and implementation.

Responsibilities

- Provide project management leadership for the development of significant multi-disciplinary projects within the Swift Programme, as defined in the approved gated project management lifecycle process, and as directed by the Swift Development Manager.
- Manage successful delivery of allocated capital project(s) and/or approved revenue funded project(s) for both internal facing and external parties (e.g.: LAs, LEPS, Black Country Consortium) in accordance with the requirements of the relevant project documentation.

- The provision of timely, accurate and cohesive input to the required internal and external project/programme monitoring processes as appropriate.
- Support in determining the strategic direction of the Swift Projects Function as part of the wider Business Planning Process.
- Day to day management of cross-functional resources (internal and third party) assigned to the projects being managed. Ensure the project team is focused, motivated, fully understands the milestones, timetable and critical issues and risks of the project and that therefore the project is delivered on time and to budget.
- Manage the delivery of significant Swift projects ensuring they are delivered in accordance with the requirements defined within the approved project control documents, whilst utilising the processes detailed, and fulfilling the roles and responsibilities outlined, within the approved gated project management lifecycle for project development and delivery.
- Work with the Project Sponsor, to lead project development stages, identify and define the project objective(s), creating a vision of what constitutes a successful accomplishment of the project, utilising the established pre-gateway stages. This shall include identifying the baseline of the costs, programme & outputs for the proposed scheme.
- Manage the approved project budget, forecasting and monitoring the budget throughout the project lifecycle. Responsible for allocated budgets, raising purchase orders and approving invoices.
- Lead and manage procurement activities such as developing tender specifications, assessing and appointing suppliers and contractors, working in line with the procurement team within the approved procurement framework.
- Apply effective contract administration skills to enable monitoring of contractor progress against contracted sums, programme and quality criteria.
- Having contributed to the definition of the project vision and the component elements of this, be responsible for identifying and ensuring the appropriate resources are in place to deliver the(se) significant project objective(s), establishing the work packages required and the detailed programme for delivery.
- Utilising the established gated project management lifecycle process, be responsible for controlling project delivery, monitoring actual progress against that planned, putting

measures in place where actual progress deviates adversely from the baselines identified during the planning stage.

- Again utilising the established gated project management lifecycle process, be responsible for ensuring delivery of the projects through partnership working and best practice, ensuring that commitments are met and that expectations are exceeded
- To actively promote and ensure an effective working relationship between the Swift Programme and PMO team engaged on the delivery of projects within the Swift portfolio and stakeholder management and engagement with all other parts of the organization.
- To produce and manage project documentation for review under the approved gated project management process is done so in timely, accurate and cohesive manner.
- To prepare regular project documentation for review by the Programme Board in timely, accurate and cohesive manner, providing visibility to Senior Management of project progress and early notification of any risks which may adversely affect any aspect of project delivery
- To identify and manage the Health, Safety & Environmental aspects on the allocated projects, including adherence to the relevant and current legislation and where appropriate providing visibility to Senior Management of any issues of note.
- To ensure that project management best practice is identified and utilised through the Project Delivery process.
- To prepare reports/briefing notes for senior management, elected members, WMCA committees, Programme Boards, as appropriate to report of the status of any projects within this portfolio and where applicable, present these reports to Programme Board or Leadership team.
- Where appropriate, and working with the Swift Development Manager, assists in the selection, recruitment and appointment of consultants and/or specialists who may be required in delivery of allocated projects.
- To ensure that Lessons Learnt as part of the post project review within the gated project management lifecycle process are recognized and implemented as appropriate in development & delivery of the project portfolio going forward.

Person Specification

<i>Please specify (X) whether the experience required is Essential (E) or Desirable (D)</i>	Assessment Method				
Experience	E	D	App*	Int*	Other***
Experience and capability of working in a public sector environment.		D		Y	
Proven track record in delivery of projects to time and budget	E		Y		Y
Ability to effectively manage/oversee multiple projects prioritising works as appropriate	E		Y		Y
Demonstrate an ability and understanding for the following: <ul style="list-style-type: none"> • Proactive risk management, identifying and mitigating project risks. • The management of project budgets and production of robust cost forecasts. • The production of accurate and cohesive project status reports to satisfy both internal and external reporting requirements. • The production of detailed project plans understanding the principals of work breakdown structures and critical path analysis. 	E		Y		Y
Ability to manage conflict, bringing together opposing viewpoints to arrive at a mutually agreeable solution and have excellent stakeholder management skills.	E			Y	
Skills/Knowledge/Abilities	E	D	App	Int	Other
Self-motivated and able to perform with minimal supervision	E			Y	Y
Ability to undertake strategic thinking, contributing to the strategic direction of the projects function.		D		Y	
Political Awareness and the ability to manage potentially delicate situations		D		Y	
Ability to work under pressure whilst maintaining project performance	E			Y	
Exhibit a high degree of pro-activity and creative thinking when faced with challenges requiring resolution	E			Y	Y
Excellent analytical skill	E		Y		Y
Excellent Interpersonal skills	E			Y	
Attention to detail	E				Y
Experience of working in a multi-disciplinary team		D	Y		
Ability to work as part of a team	E			Y	Y
Corporate Governance		D	Y		

Working with People	E			Y	
Creating & Innovating		D		Y	
Living our Values	E			Y	
Delivering Results and Meeting Expectations	E		Y		
Cross Functional Awareness		D	Y		
Hybrid working	E		Y		
Planning and Time Management	E		Y		
Qualifications/ Professional Memberships	E	D	App	Int	Other
Educated to Degree level or equivalent.		D	Y		
Qualification in a Project Management Methodology (such as APM or Prince 2)	E		Y		

* 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 focused.
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