

Job Description

Post Title:	Head of Delivery – Active Travel
Directorate:	Delivery Directorate
Reports to:	Delivery Director - Sustainable Transport
Direct Reports:	Up to 3
Salary Band:	Senior Manager 4

Key Relationships: Delivery Directorate – Technical Services & Portfolio Units, TfWM Policy, Strategy and Innovation team, TfWM Network Resilience team, senior officers at local authorities, transport planning and technical design support consultants, TfWM Heads of Service and Directors, the Mayor's Cycling & Walking Commissioner and Active Travel England (ATE).

Role Purpose

The Head of Delivery will be accountable for leading and managing the delivery of the £60m Active Travel Programme within the Delivery Directorate at Transport for West Midlands (TfWM). They will ensure that all projects are delivered successfully, to agreed scope, on-time and on-budget.

They will also lead on support to City Regional Sustainable Transport Settlement (CRSTS) Active Travel projects, by providing assurance of programme and project business cases, establishing and chairing design panel reviews and leading a team of subject matter experts to provide high quality technical input into scheme development activities.

Active travel investment forms a major part of TfWM's £2.2Bn capital transport investment programme with the Head of Delivery (Active Travel) being financially accountable for an estimated annual spend of c. £20m.

The Head of Delivery (Active Travel) will be a technical expert in both sustainable transport and programme management with a significant track record in the delivery of major sustainable transport programmes. They will be responsible for leading and managing the team in establishing and maintaining strategic high value and collaborative arrangements with funders, partners organisations, stakeholders and customers, and evolving TfWM to a best-in-class delivery organisation.

The Head of Delivery will apply their technical expertise in ensuring that 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-disciplinary team of staff and consultants overseeing the WMCA Active Travel Programme, delivered by the region's seven Local Authority partners, working with the funder (Active

Travel England) and the Mayor's Cycling & Walking Commissioner to deliver a step change in active travel provision across the WMCA area, with accountability for a delivery spend rate of c.£20m per annum.

- Financial accountability and programme management responsibility for the delivery of the regional externally delivered £60m Active Travel Fund. This will include (i) overseeing and managing local authority delivery performance (ii) managing and reporting the programme level budget, schedule and risk, (iii) managing regional governance and assurance and (iv) being responsible for all associated legal and funding agreements with local authorities
- Accountability and technical leadership on best practice in active travel design and delivery. Responsibility for establishing and leading Design Panels of Active Travel Fund and CRSTS active travel projects, including setting scheme-specific Design Panel scope and objectives, selection and commissioning of subject matter experts and overseeing and approving technical feedback.
- Strategic level responsibility in leading technical assurance and governance in the business case process between Local Authority Partners and the WMCA Programme Assurance and Appraisal team for active travel projects of significant scale.
- Establish, build and maintain collaborative strategic 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.
- Manage and direct the activities and performance of consultants, professional services suppliers and contractors 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.
- Ensure that all elements of programme are integrated into design and delivery of the programme, including design approval on behalf of WMCA (in partnership with Active Travel England) and with Local Authorities, ensuring compliance with grant conditions.
- 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.
- Provide support and advice to the Mayor's Cycling & Walking Commissioner for the promotion of active travel, accessible for all, across the region and nationally.
- Managing direct reports in accordance with WMCA's published HR policies and procedures.

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***
Recent experience of developing and delivering large scale, technically complex engineering projects with a sound understanding of standards related to sustainable transport, including scheme design, traffic regulation	X		X	X	

order and standards related to active travel infrastructure including LTN 1/20.					
Senior line management experience	X			X	
Programme and/or portfolio management of complex programme across differing teams/external environments, including performance monitoring and management, establishing and leading governance and strategic reporting to senior executives	X		X	X	
Extensive experience of commissioning technical services through the procurement and management of the supply chain	X		X	X	
Knowledge and experience of managing Local Authority powers 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	X	
Previous experience of working in a sensitive political environment	X			X	
Demonstrable experience in managing key stakeholders both internally and externally	X			X	
Broad understanding of CDM, construction health and safety, highway and town planning legislation, asset management		X		X	
Broad understanding of transport planning principles		X		X	
Skills/Knowledge/Abilities	E	D	App	Int	Other
A strong understanding and experience of managing projects in a cross partner environment	X		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	
Have a thorough, well-grounded knowledge of project costs and be able to benchmark against good practice	X		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		
Excellent partnership-building skills developed in a political environment.	X		X		
Demonstrable skill and ability in portfolio and programme management ensuring rigour and discipline in monitoring, reporting and managing risk to support on time and on budget delivery.	X		X		
Qualifications/ Professional Memberships	E	D	App	Int	Other
An appropriate degree level qualification or appropriate alternative. e.g. Civil Engineering, Highways or Building.	X				
Appropriate professional memberships e.g. APM, ICE, CIHT.		X			
PRINCE2 Practitioner (or equivalent).		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.