



## **Job Description**

**Post Title:** Transport Innovation Senior Project Lead (EV)

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

**Reports to:** Transport Innovation Principal Project Lead

**Direct Reports:** 0

**Salary Band:**

### **Key Relationships:**

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

### **Role Purpose**

The role will be to lead and manage the delivery of projects to time, budget and quality, utilising and managing the appropriate resources, within the Policy, Strategy and Innovation (PSI) directorate.

This to be carried out in accordance with the requirements defined within the projects governance structure. The roles and responsibilities will vary due to the wide range of internal/external funding bodies, partnerships, and governance requirements of respective organisations, with the main day to day focus of this role being management of Ultra Low Emission Vehicle technologies related projects.

### **Responsibilities**

- To manage the successful delivery of allocated capital project(s) and/or approved revenue funded project(s) for both internal facing and external parties (e.g.: LAs, Innovate UK, DfT, OZEV, DCMS, BEIS, EU, consortium members, other Combined Authorities, Transport

Authorities and European partners) in accordance with the requirements of the relevant project documentation.

- To work with the Project Sponsor and manage the full delivery of the project, identifying and defining the project objective(s), creating a vision of what constitutes a successful accomplishment of the project. This includes identifying the baseline costs, and programme outputs for the proposed scheme.
  - To manage the approved project budget as agreed and outlined by external parties e.g. Innovate UK. Forecasting and monitoring the budget throughout the project lifecycle and be responsible for allocated budgets, raising purchase orders and approving invoices.
  - 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
  - The production of detailed project plans understanding the principals of work breakdown structures and critical path analysis.
  - To identify and manage risks and issues on projects, ensuring they are mitigated and continuously monitored.
  - To 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.
  - Ensure that project management best practice is identified and utilised through the Project Delivery process.
  - Where appropriate, working with the Transport Innovation Portfolio Manager or Project Sponsor in the selection, recruitment and appointment of consultants and/or specialists who may be required in delivery of allocated projects.
  - Apply effective contract administration skills to enable monitoring of contractor progress against contracted sums, programme and quality criteria.
  - Ensure that Lessons Learnt as part of the post project review are recognized and implemented as appropriate in development & delivery of the project portfolio going forward.
  - Identification of sites for EV chargers at all required locations
  - Develop TROs and grid connection applications with relevant bodies
  - Delivery of charging infrastructure including all required consents and approvals in accordance with best practice and statutory requirements
- The provision of timely, accurate and cohesive input to the required internal and external project/programme monitoring and governance processes as appropriate.
    - To produce and lead on the internal and external project reporting as required in a timely and accurate manner.
    - To prepare regular project documentation for review by the Directorate Board, providing visibility to Senior Management of project progress and early notification of any risks which may adversely affect any aspect of project delivery
    - To prepare reports/briefing notes for senior management, elected members, WMCA committees, Programme Boards, external partners/stakeholders as appropriate to

report of the status of any projects within this portfolio and where applicable, present these reports to Programme Board, Leadership team and external partners/stakeholders.

- Provide technical input to solution(s) as part of project delivery and active engagement with relevant project stakeholders to ensure efficient, open and transparent delivery.
  - To provide technical knowledge and expertise for project delivery in Transport Innovation solutions such as ITS technologies, Connected and Autonomous Mobility, 5G communications, smart ticketing, Mobility as a Service, Ultra Low Emission Vehicle technologies and drone technology.
- Support in determining the strategic direction of the Projects Function as part of the wider PSI Programme and WMCA objectives.
- To identify and manage the Health, Safety & Environmental, CDM and information security and privacy 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.

### Person Specification

<i>Please specify (X) whether the experience required is Essential (E) or Desirable (D)</i>			<b>Assessment Method</b>		
<b>Experience</b>	E	D	App*	Int*	Other***
Experience and capability of working in a public sector environment.		D		Y	
At least 2 years' experience of working as a Project Manager or sufficient time working on projects.	E		Y		Y
Experience working within a team of Project Managers on a range of varying sized projects.	E		Y		Y
An understanding of what forms business case		D	Y		Y
Experience of working on grant funded project	E		Y	Y	
<b>Skills/Knowledge/Abilities</b>	E	D	App	Int	Other
Technical understanding of Transport Innovation technologies.		D	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"> <li>• Proactive risk management, identifying and mitigating project risks.</li> </ul>	E		Y		Y

<ul style="list-style-type: none"> <li>• The management of project budgets and production of robust cost forecasts.</li> <li>• The production of accurate and cohesive project status reports to satisfy both internal and external reporting requirements.</li> <li>• The production of detailed project plans understanding the principals of work breakdown structures and critical path analysis.</li> </ul>					
Ability to manage conflict, bringing together opposing viewpoints to arrive at a mutually agreeable solution and have excellent stakeholder management skills.	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
<b>Qualifications/ Professional Memberships</b>	E	D	App	Int	Othe r
Educated to Degree level or equivalent.	E		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