

## Job Description

<b>Job Title:</b>	Delivery Manager - Metro
<b>Directorate/Team:</b>	Delivery Directorate
<b>Location:</b>	16 Summer Lane
<b>Responsible to:</b>	Head of Delivery - Metro
<b>Responsible for:</b>	-
<b>Key working relationships:</b> (internal)	Delivery Directorate – Technical Services & Transport Portfolio Office, TfWM Policy, Strategy & Innovation team, TfWM Network Resilience team
<b>Key working relationships:</b> (external)	Local Authorities, Transport Planning Consultants and Civil Engineering contractors, Midlands Metro Alliance, Midland Metro Ltd

### Purpose of the Post –

The Metro Delivery Manager will manage and oversee technical activities in the detailed design and construction of a major metro (light rail) investment programme within the Delivery Directorate at Transport for West Midlands (TfWM), ensuring that all projects are delivered successfully, to agreed scope, on-time and on-budget. Metro investment forms a major part of TfWM's £2.2Bn capital transport investment programme with the delivery manager supporting an estimated annual spend of c. £200m.

The Metro Delivery Manager will be a technical expert in the delivery of major highway/light rail infrastructure. Working in a cross-functional fashion with the Transport Portfolio Office and Technical Services Units, they will form part of a knowledgeable, high performing commissioning team, mobilising the necessary resources for timely delivering within available budget.

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 Delivery Manager 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.

### Accountabilities (Deliverables)

#### Project Delivery & Oversight –

- Lead on the design, mobilisation and construction of light rail infrastructure
- Ensure the projects are delivered on time, within budget
- Oversee multi-disciplinary technical solutions in complex urban environments

#### Stakeholder Engagement

- Collaborate with internal teams, local authorities, tram operators
- Maintain strong relationships with stakeholders to ensure alignment and resolve issues

#### Risk & Contract Management

- Identify and manage project risks, escalating where necessary

#### Reporting & Governance

- Prepare reports and documentation for senior stakeholders

## **Team Leadership & Collaboration**

- Lead project teams and coordinate across departments
- Foster a collaborative and agile working environment

## **Responsibilities (Duties)**

- Manage and oversee detailed development and construction activities of major road infrastructure projects with responsibility for a delivery spend rate c.£200m per annum. This likely to cover oversight of light rail design, development and delivery including trackform and alignment, tram stops, OHLE, signalling, traction power and network communications.
- Provide high quality technical input and expertise to develop, shape and delivery multi-disciplinary technical solutions across the field of light railway systems within complex urban environments.
- Work collaboratively with WMCA colleagues, relevant local authorities, funding bodies and other stakeholders as appropriate to deliver major projects in line with the requirements of the relevant Programme Boards. Working with the Programme Lead on day to day management of programme and project governance.
- Work effectively with the MMA and across the wider supply chain within a commercial context to support the affordable delivery of the programme schedule and budget, supporting the delivery of the project in accordance with WMCA's published procurement policies and statutory requirements.
- Work with, and utilise, NEC contracts in managing MMA performance and requests.
- Assist in the preparation of reports for senior management, elected members, WMCA committees, Management and Programme Boards, Local Cabinet, as appropriate to report of the status of any projects within this portfolio. Assist in delivery and presentation of such reports.
- Work with the Transport Portfolio Office and MMA to proactively support timely and robust management project controls. This will cover scheduling, risk and issue management, periodic dashboard reporting and budget management. Put measures in place where actual progress deviates adversely from the baselines identified during the planning and stage.
- Work alongside the Risk Manager and MMA to review risk process and put in place measures which ensure that risks and opportunities are properly identified, managed and communicated, and that appropriate mitigation plans and actions are established, funded and delivered.
- Ensure that project documentation produced for review/approval by WMCA, Local Cabinet, and their Committees is done so in timely, accurate and cohesive manner, ensuring that the language and terminology used is suitable for the intended and potential recipients of such documentation.
- Ensure that the project team and MMA is aware, and takes account of, the requirements of the WMCA, local highway and planning authorities and other stakeholders in the development of the scheme design as necessary to satisfactorily meet the requirements of each project gateway.
- Apply commercial acumen and value engineering techniques to optimise the affordability and utility of the scheme.
- With support from finance and programme, manage budgets, and ensure that budget and financial administration, monitoring and reporting is of the highest standard and that appropriate financial scenarios can be tested.
- With support from the Land Manager, ensure that appropriate legal agreements are in place to enable the development and delivery of the scheme, including agreements to acquire land.
- The duties and responsibilities in this job description are not exhaustive and the jobholder may be required to undertake other duties within the general scope of either the level or nature of the post.

<b>Person Specification</b> (How Evidenced Key: A = Application, I = Interview, T = Testing/Assessment)					
<b>Requirements</b> Candidates/post holders will be expected to demonstrate the following:		<b>Essential / Desirable</b>		<b>How Evidenced?</b>	
<b>Experience</b>		<b>E</b>	<b>D</b>	<b>A</b>	<b>I</b> <b>T</b>
Recent experience of developing and delivering technically complex engineering projects, preferably within a light rail environment		X		X	X
Experience of commissioning technical services through the procurement and management of the supply chain		X			X
Experience of working within a NEC environment, including contract management and contractor engagement		X			X
Knowledge and experience of managing Local Authority powers and processes.			X	X	X
Knowledge and experience of managing utility works and using the C1 - C9 process as set out in The New Roads and Street Works Act.			X	X	X
Broad understanding of CDM, construction health and safety, highway and town planning legislation, asset management			X		X
Experience of working with Local Enterprise Partnerships, DfT, Local Highways and Planning Authorities, Emergency Services, Highways England and other stakeholder bodies.		X			X
<b>Skills / Knowledge</b>		<b>E</b>	<b>D</b>	<b>A</b>	<b>I</b> <b>T</b>
Proven technical knowledge in the oversight of design standards and best practice in detailed development and delivery of highway projects, including highway construction and urban realm, track form and alignment, signalling, OHLE, traction power and network communications		X			X
Strong partnership working skills, embedding with the local authorities as well as TfWM, to ensure delivery on LA highway.		X		X	X
Excellent stakeholder management and partnership working skills.		X		X	X
Excellent interpersonal skills, ensuring project progress in a matrix structure.		X		X	X
Use of NEC contracts and / or knowledge of contract management and procurement processes		X			X
Knowledge of requirements in the delivery of major projects in the urban (highway)			X		X
Knowledge of local authority powers and processes e.g. local highway authority, local planning authority and environmental.			X		X
Knowledge of environmental assessment requirements and procedures.		X		X	X
Knowledge of WMCA/TfWM powers and processes.			X	X	X
Knowledge of utilities powers and processes.			X		X
<b>Qualification / Education / Training</b>		<b>E</b>	<b>D</b>	<b>A</b>	<b>I</b> <b>T</b>
An appropriate degree level qualification or appropriate alternative, e.g. Civil Engineering, Building.		X		X	
Appropriate professional memberships e.g. APM, ICE, CIHT.			X	X	
PRINCE2 Practitioner (or equivalent).			X	X	

### Core Expectations

<b>Health, Safety &amp; Wellbeing</b>	All employees have a duty to take reasonable care for the health, safety, and wellbeing of themselves and of other persons who may be affected by their acts or omissions at work; and co-operate with their employer as necessary to enable it to successfully discharge its own responsibilities in relation to health, safety, and wellbeing.
<b>Equality Diversity &amp; Inclusion</b>	Promote and champion equality, diversity, and inclusion in all aspects of the role.

<b>Learning &amp; Development</b>	Participate in and take responsibility of any learning and development required to carry out this role effectively.
<b>Performance Management</b>	Actively engage in the performance management process and take responsibility for managing performance outcomes.
<b>GDPR</b>	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.
<b>Adherence to Policies</b>	Be aware of and comply with all organisation policies.
<b>Other</b>	There may be a requirement to work outside normal office hours on occasion, including a requirement to work within stakeholder and partner offices within the WMCA constituent area on a regular basis.

### Values

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

### Additional Post Requirements

Essential Car User		Politically Restricted Post		Disclosure and Barring Service (DBS)		
Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Standard <input type="checkbox"/>	Enhanced <input type="checkbox"/>	None <input checked="" type="checkbox"/>

### Job Evaluation Details

Date Evaluated	Job Family	Level/Grade	JEP Reference
		<b>45-49</b>	