

## Job Description

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| <b>Job Title:</b>                               | Scheme Development Officer  |
| <b>Directorate/Team:</b>                        | TfWM/Strategic Partnerships and Integration   |
| <b>Location:</b>                                | 16 Summer Lane  |
| <b>Responsible to:</b>                          | Senior Development Manager  |
| <b>Responsible for:</b>                         | No direct reports   |
| <b>Key working relationships:</b><br>(internal) | Senior Development Manager, Design Manager, Project Sponsors, Head of Integration, Bus Operations Team, Transport Planning Team |
| <b>Key working relationships:</b><br>(external) | Local Authority Officers, Councillors, Public   |

## Purpose of the Post

WMCA has a programme of investments in transport in the West Midlands (including bus rapid transit (Sprint), bus priority measures, and transport interchanges), which will form a key role in supporting the Strategic Transport Plan, HS2 Connectivity Package and enhancing the transport network over the next 10 years.

This role is to support the development of individual projects from within the Transport for West Midlands Delivery Programme, in particular cross city bus priority projects. Utilising project management best practice, the role holder will work with project teams to support the development of projects through the feasibility process to Outline Business Case or Business Justification Case.

## Accountabilities

- Act as a lead point of contact on transport development projects.
- Support projects through the WMCA Single Assurance Framework, to ensure compliance and efficient funding approvals. Including manage feedback from other relevant TfWM teams, in particular Assurance and Appraisals, and SAF to ensure that outputs are developed to be compliant
- Lead the development of schemes, ensuring that key stakeholders are informed at all stage of development. This should include following and updating project schedules that feed into a wider programme of activity.
- Commission Consultants and manage development of project deliverables through:
  - Design
  - Detailed Feasibility Study Report
  - Options Appraisal Report
  - Traffic modelling information
  - Business cases
  - Carbon Management Plans
  - Scheme budget with identification of third-party financing
  - Procurement strategies and supporting information
  - Capital and Operational cost, demand and revenue forecast
  - Risk and Opportunity management strategies

- Support the development of appropriate Business Cases to secure funding for specific schemes and ensure that reports are produced in the form and timescales required to meet internal and external governance requirements. This will include leading on the development of specific elements, to include required appendices.
- To work closely with and on behalf of sponsors through the development and project definition stages of projects. Ensure the Sponsor is regularly updated on progress and decisions are escalated as appropriate.
- To work closely with the Sponsor to support effective handover in preparation for implementation.
- Support the Senior Development Manager to oversee work packages (including business case development) undertaken by external consultants to ensure that works are progressed in a timely, efficient and cost effective manner.
- To specify the collection and analysis of data for project development.
- To develop evidence-based frameworks for options assessment, ranking and prioritisation of projects and programmes.
- To prepare for public consultation activities, analyse public feedback, and cascade results/messaging.
- To ensure that Lessons Learnt and good practice is integrated into future projects and programmes.
- With support from the Project Risk Manager, ensure that risk and opportunities are proactively identified, managed and communicated by means of a risk register. Ensure that appropriate mitigation plans and actions that reflect WMCA's appetite for risk are established, funded and delivered.
- To provide as appropriate technical expertise, knowledge and application of best practice during the development and delivery of projects and programmes. In particular, providing guidance on bus priority design proposals.
- Engage with the delivery and development of interdependent schemes (such as cycle, rail and Midland Metro schemes) to ensure a consistent approach and opportunities for integration are identified.

## Responsibilities

### Strategic

- Work flexibly and with integrity to meet the needs of the WMCA and TfWM function
- Report on project progress through the WMCA project lifecycle process and assurance framework, providing the necessary written updates on progress. This will include specific City Region Sustainable Transport Settlement reporting and completing monthly Development Project Reports.
- Ensure that strategies and business cases, supported by technical, legal and commercial information, are provided to enable TfWM to achieve the funding approvals to enable the scheme to be efficiently and cost effectively developed, built, operated and maintained.

### People

- To represent the Integration Team as appropriate on the development and project definition stages of major multi-party projects.
- Deputise for the Senior Development Manager as required.

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| <ul style="list-style-type: none"> <li>Develop and maintain effective collaborative working arrangements at an appropriate level with public and private sector partners including Local Authorities.</li> </ul>   |
| <b>Operational</b>   |
| <ul style="list-style-type: none"> <li>Lead on the co-ordination of project steering groups, organising workshops, meetings and regular communication. This should include setting the agenda for meetings, preparing and distributing minutes/actions, and ensuring actions are undertaken.</li> <li>To lead on the production of reports/briefing notes as necessary on the status of projects for senior management, elected members, appropriate committees and any other relevant boards. to ensure progress in line with milestones is effectively managed.</li> </ul> |
| <b>Financial</b>   |
| <ul style="list-style-type: none"> <li>Ensures Value for Money and follows the appropriate governance processes for dealing with any financial activities</li> <li>The job holder will support the development of projects with individual value of circa £10-25m.</li> <li>The job holder will advise on the utilisation of individual project budgets and the Programme budget</li> <li>Support the development of new funding bids and ensure new funding opportunities are monitored.</li> </ul>   |
| <b>Other</b>   |
| <ul style="list-style-type: none"> <li>Represent the WMCA in a professional manner.</li> <li>Undertaking such tasks as may reasonably be expected commensurate with the scope and level of the role.</li> <li>Represent the TfWM Development Team as appropriate at public events and through multi-party projects.</li> </ul>   |

| Person Specification   |                       |   |                |    |    |
|--|-----------------------|---|----------------|----|----|
| Candidates/post holders will be expected to demonstrate the following:   | Essential / Desirable |   | How Evidenced? |    |    |
| Experience   | E                     | D | A*             | I* | T* |
| Experience of successful partnership working with officers from Local Highways and Planning Authorities, and other stakeholder bodies. |                       | X | X              | X  |    |
| Experience of project management best practice   |                       | X | X              | X  |    |
| Experience of Business Case Development to appropriate standards e.g., DfT Tag.  | X                     |   | X              | X  |    |
| Proven experience of delivery of objectives via relationship management.   | X                     |   | X              | X  |    |
| Experience of managing consultants.  |                       | X | X              | X  |    |
| Experience of analysing and acting upon complex information.   |                       | X | X              | X  |    |
| Experience of organising, monitoring and controlling a heavy workload  | X                     |   | X              | X  |    |
| Skills / Knowledge   | E                     | D | A*             | I* | T* |
| Identification of and application to funding streams   |                       | X | X              | X  |    |
| Knowledge of transport schemes   | X                     |   | X              | X  |    |
| Knowledge of Local Authority, WMCA and TfWM powers and processes   |                       | X | X              | X  |    |
| Enthusiasm for transport projects  | X                     |   |                | X  |    |
| Knowledge of business case development   | X                     |   | X              | X  |    |

|   |          |          |           |           |           |
|---|----------|----------|-----------|-----------|-----------|
| Confidence, perseverance and resilience are required to operate in a complex, public profile organisation and a political environment | X        |          |           | X         |           |
| Personal and professional credibility that generates trust and confidence in others   | X        |          |           | X         |           |
| Strong written and verbal communication skills  | X        |          | X         | X         |           |
| A strong sense of direction and results oriented.   | X        |          |           | X         |           |
| Strong project management skills, with the ability to manage multiple projects simultaneously.  | X        |          | 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 or equivalent level qualification eg Civil Engineering, Transport planning, Construction.                       |          | X        | X         |           |           |
| Membership of a professional body (e.g., CILT, CIHT etc.)   |          | X        | X         |           |           |
|   |          |          |           |           |           |
|   |          |          |           |           |           |

**\*Key:** A = Application, I = Interview, T = Testing/Assessment

| Core Expectations                     |  |
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| <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 so far as is necessary to enable it to successfully discharge its own responsibilities in relation to health, safety, and wellbeing. |
| <b>Equality &amp; Diversity</b>       | Promote and champion equality and diversity 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. |

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|  | Problem Solving | Go for clear and simple whenever possible. |
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| Additional Post Requirements |                             |                              |                             |                                      |                                   |                                   |                               |                              |                             |
|------------------------------|-----------------------------|------------------------------|-----------------------------|--------------------------------------|-----------------------------------|-----------------------------------|-------------------------------|------------------------------|-----------------------------|
| Essential Car User           |                             | Politically Restricted Post  |                             | Disclosure and Barring Service (DBS) |                                   |                                   |                               | Vetting                      |                             |
| Yes <input type="checkbox"/> | No <input type="checkbox"/> | Yes <input type="checkbox"/> | No <input type="checkbox"/> | Basic <input type="checkbox"/>       | Standard <input type="checkbox"/> | Enhanced <input type="checkbox"/> | None <input type="checkbox"/> | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

| Job Evaluation Details |               |       |            |
|------------------------|---------------|-------|------------|
| Date Evaluation Agreed | JEP Reference | Grade | Job Family |
|                        |               |       |            |