

JOB DESCRIPTION

Post Title:	Programme Lead (Metro)
Directorate:	Delivery Directorate
Reports to:	Head of Transport Portfolio Office – Delivery Directorate
Direct Reports:	Up to 6
Salary:	48-52

Key Relationships: Head of Transport Portfolio Office and Portfolio management team, Project Management team, Delivery Directors, internal and external stakeholders as required.

Role Purpose:

The Programme Lead for Metro, reporting to the Head of Portfolio – Delivery Directorate, will be responsible for leading the Metro delivery programme. This role will be responsible for leading programme management functions as part of the Transport Portfolio Office. The post holder will work directly with delivery and technical service teams to ensure the work of the delivery programme is achieved on time and within budget. Ensuring that processes, outputs, strategies, and contracts are adequately managed and supported and driving the programme forward to a successful conclusion.

The role will operate as part of a matrix management structure, working collaboratively with internal and external colleagues and stakeholders.

Responsibilities:

- Establish and lead the Programme Management function for Metro on behalf of the Transport Portfolio Office in the Delivery Directorate.
- Ensure the Metro Programme is delivered in alignment with the requirements of agreed business cases.
- Lead the implementation and management of programme controls and reporting for the Metro Delivery Programme:
- Management of programme scope, risk & issue, change, assurance, and compliance in accordance with established governance and assurance processes.
- Lead on procurement strategies, tender documentation, including pre-construction information, construction contractor appointment documentation.
- Key Performance Indicators for safety, quality, and cost performance of the programme.
- Forecasting and assurance plans for resources regarding Metro delivery and inputting into the broader resource work for Portfolio.
- Manage audit and assurance activities alongside delivery teams and any required reporting (quarterly, monthly, and bespoke reporting as required).
- Ensure the Metro Programme is delivered in a collaborative, transparent way with colleagues internal and external to the directorate, TfWM (Transport for the West Midlands), WMCA (West Midlands Combined Authority) and other external partners and stakeholders as required.
- Lead and manage the Metro Programme, consultants, professional services, and contractors, to ensure that works are progressed in a timely, efficient, and cost-effective manner.

- Work with delivery teams and technical services to establish and implement adequate project execution plan.
- Ensure smooth transition of the project/programme through required stage-gate processes (internal and external to the Delivery Directorate).
- Set standards ensuring they are consistently applied and compliant with safety and assurance requirements including appropriate Metro Industry standards.
- Work closely with sponsor and technical service teams establishing oversight of agreements between TfWM and partners (Metro, Rail and Highways/Roads Industry, Landowners and Funders) and ensuring compliance with all relevant statutory requirements.
- Establish and manage a high performing team, build it, manage it, and motivate it as required.
- Creates and nurtures a high-performing and inclusive team environment that encourages contribution and recognition.

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***
Significant highways/roads/light metro industry project and programme management experience; establishing, managing, and reporting to meet robust governance arrangements, stage gate processes, risks and issue management, budget, and assurance.	X				
Experience of leading multi-disciplinary teams and building strong relationships across organisational boundaries.	X				
Senior line management experience.	X				
Experience of integrating and delivering alongside other modes and disciplines (particularly metro, bus, metro, and active travel works).	X				
Experience of managing capital budgets, and effectively applying key commercial, business, and other management skills.	X				
Experience of contract management through the procurement and management of suppliers.	X				
Demonstrable experience in communication at a senior level, including the ability to present technical detail and progress reports in an engaging and accessible manner.	X				
Demonstrable experience of working in a sensitive political environment, and the ability to manage stakeholders both internal and external.		X			
Skills/Knowledge/Abilities	E	D	App	Int	Other
Ability to research and synthesise complex technical subjects into practical, cost-effective, and timely action plans and solutions.	X				
Knowledge of working with key partners/stakeholders, i.e. Local Authorities and industry regulators (planning, highways/ORR, Metro, Network Rail).	X				
Knowledge of NEC 4 contract management.		X			
Ability to establish and maintain effective partnerships and influence senior stakeholders across the transport industry, with particular focus on improved ways of working cross-partner to improve programme performance.	X				
Excellent organisational, written, and verbal skills.	X				
Excellent negotiation and influencing skills, ability to shape decision making among multiple stakeholders. <small>[OBJ]</small>	X				

Excellent partnership-building skills and demonstrable experience of building and managing a high performing programme/project team.	X				
Ability to work well under pressure, demonstrating agility, drive, and solution focused attitude.	X				
Qualifications/ Professional Memberships	E	D	App	Int	Other
Suitable transport planning or project management qualification to degree level or equivalent. E.g., Civil Engineering, Transport Planning, Urban Planning	X				
Appropriate Professional Membership/s: CTPP, CIHT, APM, ICE		X			
Professional project/programme management qualifications or equivalent experience	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 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.

