

Job Description

Post Title: Delivery Manager – Sustainable Transport

Directorate: Delivery Directorate

Reports to: Roads Delivery Lead

Direct Reports: 0

Salary Band: SP45-SP49

Key Relationships: Delivery Directorate – Technical Services & Portfolio Units, TfWM Policy, Strategy and Innovation team, TfWM Network Resilience team, local authorities, transport planning consultants and civil engineering contractors, bus operators, National Highways

Role Purpose

The Sustainable Transport Delivery Manager will manage and oversee technical activities in the detailed design and construction of a major of the multi-modal road 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. Road 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. £40m.

The Sustainable Transport Delivery Manager will be a technical expert in the delivery of major highway infrastructure. Working in a cross-functional fashion with the Portfolio Management 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. They will apply technical aptitude and commercial acumen to ensure that business case outcomes are maximised and TfWM's delivery reputation is positively enhanced through the timeline on-budget delivery of the programme.

Responsibilities

- Manage and oversee detailed development and construction activities of major road and sustainable transport infrastructure projects with responsibility for a delivery spend rate c.£40m per annum. This likely to cover bus rapid transit infrastructure, interchange facilities and/or active travel projects of significant scale.
- Provide high quality technical input and expertise to develop, shape and delivery multi-disciplinary technical solutions across the field of highway engineering and transport design 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. Day to day management of programme and project governance.
- Work effectively across the supply chain to support the affordable delivery of the programme schedule and budget, including commissioning consultants, professional services suppliers and supporting contractors

for the delivery of the project in accordance with WMCA's published procurement policies and statutory requirements.

- Work with, and utilise, NEC contracts to manage contractor 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 Portfolio Management Unit, 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 stage.
- Work alongside the Risk Manager 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 is aware of 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 the programme accountant, 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.

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 technically complex engineering projects. | X | | X | X | |
| Experience of commissioning technical services through the procurement and management of the supply chain | X | | X | X | |
| Experience of working within a NEC environment, including contract management and contractor engagement | X | | 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 | X | |
| Experience of working with Local Enterprise Partnerships, DfT, Local Highways and Planning Authorities, Emergency Services, Highways England and other stakeholder bodies. | X | | X | X | |

| Skills/Knowledge/Abilities | E | D | App | Int | Other |
|--|----------|----------|------------|------------|--------------|
| Proven technical knowledge of design standards and best practice in detailed development and delivery of highway projects, covering bus, rapid transit, active travel and interchange infrastructure | X | | 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 | X | |
| Knowledge of bus rapid transit design, operational and maintenance requirements and experience of delivery of major projects in the urban (highway) | | X | X | X | |
| Knowledge of local authority powers and processes e.g. local highway authority, local planning authority and environmental. | | X | 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 | X | |
| Qualifications/ Professional Memberships | E | D | App | Int | Other |
| 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 | | |

* 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.