



Job Description

Job Title:	Project Sponsor
Directorate/Team:	West Midlands Rail Executive (WMRE) / Transport for West Midlands Rail
Location:	16 Summer Lane
Responsible to:	Programme Sponsor
Responsible for:	0 (some matrix management may be required)
Key working relationships: (internal)	Wider WMRE/TfWM Rail Team, wider TfWM colleagues, WMCA Enabling Service Functions including Finance, Legal, Procurement, Communications and Property
Key working relationships: (external)	<ul style="list-style-type: none"> • Network Rail • Local train and station operator • Wider railway industry • Local highway and planning authorities • Local stakeholders

Purpose of the Post

The role of the Project Sponsor is to act as client for WMCA/ WMRE for the development and implementation of rail projects across the West Midlands, working with a project team. These projects will focus on the redevelopment of existing stations and the development of new stations.

The Project Sponsor is responsible for building effective working relationships with a wide range of internal and external stakeholders, to ensure that projects will meet the requirements of promoters, funders, and stakeholders in areas such as cost, schedule, scope, and benefits.

The Project Sponsor is also responsible for working with the WMRE Policy and Strategy Team on the development of business cases, through to funding approval, and overseeing the projects through delivery.

Accountabilities

Act as the sponsor lead for railway station projects, under the direction of the Programme Sponsor.

Work effectively within West Midlands Rail Executive/ Transport for West Midlands Rail Sponsor Team, wider WMRE/TfWM Rail team and external partners.

Be accountable for the overall success of a project, ensuring it delivers its intended business benefits, aligns with strategy, and stays viable by providing resources, making key decisions, managing risks, championing the project, and acting as the link between the project, the team, and senior management.

Responsibilities

Strategic

- Review and interrogate client remits to confirm their viability, and to establish the case for the project being considered. Work with internal and external stakeholders to establish a scope which optimises client requirements, value for money, strategic fit and whole life cost.
- In collaboration with the project team, interrogate and challenge projects to monitor the delivery of agreed outcomes and requirements. Proactively identify emerging risks and challenges, and work with project teams to identify and implement mitigations and responses.
- Prepare land, property and consents strategies and be responsible for any land acquisition, temporary agreements and other documents, working with WMCA's Property and Legal teams and external partners.

- Work flexibly and with integrity to meet the needs of the WMCA and the Rail function

People

- Establish, develop and maintain effective relationships, internally and externally, to manage the interests and requirements of the West Midlands Combined Authority, partners across the rail industry, and other stakeholders, and champion our projects through presentations, briefings, and public engagement.
- Provide visible and effective leadership to project teams, setting clear expectations, encouraging collaboration, and fostering a culture of openness and accountability.
- Act as a trusted client-side sponsor, offering constructive challenge and support to project managers and delivery partners throughout the project lifecycle.

Operational

- Lead on the transitioning of projects into delivery for implementation, while maintaining client-side accountability for delivery of project benefits and other functions including requirements and property matters.
- Agree operational arrangements, including agreeing any ongoing costs.
- Ensure adherence to WMCA, Network Rail and any other project governance processes as required, taking a pragmatic and challenging approach to ensure governance is robust and streamlined.
- Prepare high quality reports, briefings, business cases, and other governance materials to support evidence-based decision making. Where necessary, identify and address evidence gaps or areas of concern to ensure that decisions are robust.
- Proactively reviewing emerging activity in projects to identify areas for improvement, alignment or collaboration that better serves the programme and its outcomes.

Financial

- Be responsible for securing the funding for each project together with a commercial strategy that clearly demonstrates the process and governance for each funding stream.
- Be responsible for formally agreeing funding through legal agreements, working with internal teams and external partners.
- Liaising with stakeholders in WMCA to ensure the smooth commissioning of services, including the provision of informative and accurate reporting information.
- Ensure Value for Money and follow the appropriate governance processes for dealing with any financial activities.

Other

- Identify and champion opportunities for improvement, based on lessons learned from across the programme and elsewhere, and contribute to the delivery of an effective sponsorship function across WMCA.
- Represent the WMCA in a professional manner in external environments
- Undertake such tasks as may reasonably be expected commensurate with the scope and level of the role.

Person Specification

Candidates/post holders will be expected to demonstrate the following:	Essential / Desirable		How Evidenced?		
	E	D	A*	I*	T*
Experience					
Demonstrable experience of working in or with the rail industry	X		X	X	
Demonstrable experience of working on capital projects in a political environment	X		X	X	
Experienced in the management/co-ordination of multi-disciplinary teams	X		X	X	
Demonstrable experience working with a range of project stakeholders including delivery partners, elected representatives, and the wider public.	X		X	X	
Experience of working in a sponsorship role, or strong understanding of the nature of project sponsorship.		X		X	

Demonstrable experience of providing support and challenge to project teams and project stakeholders in a complex and fast paced environment	X			X	
Experience of team and project leadership in a matrix management environment		X		X	
Excellent negotiation and influencing skills; ability to shape decision-making among multiple stakeholders	X			X	
Demonstrable experience in communication at different levels, including the requirement to brief senior officers; the ability to present technical detail and progress reports in an engaging and accessible manner.	X				
Experience of prioritising, planning and organising workload to manage expectations and deadlines.	X				
Skills / Knowledge	E	D	A*	I*	T*
Proven ability to work independently and in a matrix environment to deliver high quality outputs under time pressure.	X		X	X	
Knowledge of requirements and change management processes	X		X	X	
Excellent analytical skills	X		X	X	
Business case development based on 'Green Book' methodology		X	X	X	
Creative and proactive approach to problem-solving and risk identification / mitigation	X		X	X	
Excellent oral communication skills	X		X	X	
Excellent written presentation skills with ability to present complex ideas in a clear and comprehensible way.	X				
Management of project budgets	X				
Ability to represent WMCA at local and national industry events, consultation meetings and in meetings with stakeholders.	X				
Qualification / Education / Training	E	D	A*	I*	T*
Educated to degree level or with demonstrable equivalent level of experience	X		X		
Membership of professional body (e.g. APM)		X	X		

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

Core Expectations

Health, Safety & Wellbeing	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.
Equality & Diversity	Promote and champion equality and diversity in all aspects of the role.
Learning & Development	Participate in and take responsibility of any learning and development required to carry out this role effectively.
Performance Management	Actively engage in the performance management process and take responsibility for managing performance outcomes.
GDPR	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.
Adherence to Policies	Be aware of and comply with all organisation policies.
Matrix Working	Work in a matrix way when required by actively collaborating across traditional boundaries—such as directorates, functions, or geographic areas—to achieve shared goals. Depending on your role, you may contribute to multiple projects or workstreams, often working alongside different teams and leaders.

Business Continuity	All staff should actively participate in business continuity training and exercises when required, ensuring they understand and follow business continuity plans and procedures to maintain organisational resilience during disruptions.
Other	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
Collaborative	Team Focussed	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.

Additional Post Requirements

Politically Restricted Post		Disclosure and Barring Service (DBS)				Vetting	
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
6/3/26	JEP735	SP40-SP44	