

## **JOB DESCRIPTION**

<b>Post Title:</b>	Project Manager - Transport
<b>Directorate:</b>	Delivery Directorate – Transport Portfolio Office
<b>Reports to:</b>	Project Manager – Transport
<b>Direct Reports:</b>	Up to 2
<b>Salary Band:</b>	SP36-SP40

**Key Relationships:** Snr Project Manager, Project Controls, Project Officers, Risk, Commercial, Document Control, Programme and Delivery teams, internal and external stakeholders as required.

### **Role Purpose:**

The Project Manager will manage and coordinate infrastructure delivery projects to conclusion for the directorate. The post holder will be responsible to the senior project manager and will execute project management functions for delivery teams as part of a mode specific programme (Rail, Roads, or Metro).

Working in support of the Senior Project Manager, this role will project manage the delivery of major infrastructure projects, establishing collaborative relationships and leading coordinated completion of project deliverables. The post holder will manage critical project activities and establish reporting for scope, cost, time, and quality and work with colleagues to minimise risk.

### **Responsibilities:**

- Manage the project management plan for each project, manage and coordinate resources, processes and apply controls and structure/governance to support its successful delivery.
- Manage and coordinate critical project activities, cost, time, and quality utilising project management resources taking a pro-active approach and manage mitigating actions where necessary.
- Manage stakeholder communications at project level, ensure projects are progressing and deliverables are achieved in a complaint manner, particularly regarding statutory and technical compliance items (CDM (Construction Design & Management), H&S, partner stage-gate processes).
- Work with colleagues across portfolio and technical services to coordinate commercial, procurement and enabling services to support successful delivery of the project/s in line with business case/s.
- Manage and support project level governance and monitor and report performance of the project/s.
- Establish and maintain the production of project level reporting ensuring accuracy of information and transparency of status/performance.
- As a subject matter expert, advise the Snr Project Manager regarding critical issues/risks to the project, initiate and manage any activities for resolution.
- Lead the Project Management team boards and meetings and utilise SME to provide adequate challenge to performance and progress where required.
- Deputise for the Snr Project Manager where required, taking appropriate actions on behalf of the project management team to ensure successful outcomes are achieved to time, scope, and quality.

## Person Specification

<b>Experience</b>	<i>Please specify (X) whether the experience required is Essential (E) or Desirable (D)</i>		<b>Assessment Method</b>		
	E	D	App*	Int**	Other***
Demonstrable experience delivering major infrastructure projects, preferably for Transport (Rail, Roads, or Metro).	X				
Experience coordinating the work of multi-disciplinary project teams and line management experience.	X				
Experience implementing project controls, governance, and reporting (cost, time, quality).	X				
Experience of contract management through the procurement and management of suppliers.	X				
Experience working with and managing internal and external stakeholders/partners/funders on behalf of a project.	X				
Experience leading large project teams to successful completion.	X				
Experience of working in a sensitive political environment, and the ability to manage stakeholders both internal and external.		X			
<b>Skills/Knowledge/Abilities</b>	<b>E</b>	<b>D</b>	<b>App</b>	<b>Int</b>	<b>Other</b>
Good commercial acumen and understanding of project management methods and controls (cost, time, quality)	X				
Ability to establish and maintain strong working relationships across a broad set of stakeholders (internal and external)	X				
Knowledge of procurement and contract methods, preferable NEC.	X				
Excellent organisational, written, and verbal skills.	X				
Ability to coordinate and influence decision-making among multiple stakeholders. <small>(OBJ)</small>	X				
Ability to work well under pressure, demonstrating agility, drive, and solution focused attitude.	X				
<b>Qualifications/ Professional Memberships</b>	<b>E</b>	<b>D</b>	<b>App</b>	<b>Int</b>	<b>Other</b>
Degree in relevant subject e.g., Project Management, Civil Engineering, Construction, or similar	X				
Professional project management qualification or equivalent experience: APM (Association for Project Management), PMP (Project Management Plan), Prince 2		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 for 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 (West Midlands Combined Authority) 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.