

## Job Description

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|-------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Job Title:</b>                               | Senior Project Manager                                                                                                                             |
| <b>Directorate/Team:</b>                        | Transport for West Midlands                                                                                                                        |
| <b>Location:</b>                                | 16 Summer Lane or other site/location                                                                                                              |
| <b>Responsible to:</b>                          | Head of Programme Delivery – Bus Reform                                                                                                            |
| <b>Responsible for:</b>                         | Up to 4 direct reports                                                                                                                             |
| <b>Key working relationships:</b><br>(internal) | Project and delivery teams, enabling services, transport team members and officers, communication team and other internal stakeholders as required |
| <b>Key working relationships:</b><br>(external) | Supply chain, local authority partners, political officers, scrutiny committees, industry partners, regulatory/statutory bodies                    |

## Purpose of the Post

The Senior Project Manager will establish and lead the management of one or more projects within a key programme workstream for the Bus Reform programme. The post holder will be responsible to the Head of Bus Reform Programme Delivery, ensuring robust project management practices are implemented and facilitate the progress and successful completion of deliverables to time, cost and scope, providing guidance and direction to the Project Managers as appropriate.

To ensure the workstream progresses in line with the overall programme of work and that opportunities, dependencies, risk and resources are managed to enable decision-making and successful delivery in readiness for bus franchising.

## Accountabilities

The role holder will be responsible for successful execution of a set of projects within a key programme workstream, meeting its overall objectives, timelines, and budget constraints.

Key responsibilities include detailed planning, management of team, wider stakeholders, risks, procurement and resources, progress tracking, and issue resolution.

Lead and manage critical project activities; scope, cost, time and quality and work with internal and external stakeholders to minimise risk.

Provide guidance and mentoring to the Project Managers.

## Responsibilities

### Strategic

- Working flexibly and proactively, with integrity to meet the needs of the WMCA and Transport Directorate
- Developing strategies and plans on an ongoing basis for the team, linked to the wider programme, directorate and WMCA strategy, ensuring continued alignment
- Ensure project management and activities align and meet established assurance and compliance frameworks as required.
- Supporting the Directorate in creating a culture of collaboration, drive, inclusivity and innovation.

| People                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |  |  |  |  |
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| <ul style="list-style-type: none"> <li>• Building an internal stakeholder network to support an in-depth understanding of existing and emerging project activity and sharing project information accordingly.</li> <li>• Representing WMCA at external and internal meetings in a professional manner.</li> <li>• Providing advice and implement options and processes which develop and continuously improve project management arrangements.</li> <li>• Managing and supporting the team effectively, providing guidance, direction and mentoring.</li> <li>• Motivating staff to reach their full potential, ensuring relevant objectives are met.</li> <li>• Provision of clear direction and co-ordination of activities, ensuring that tasks are resourced accordingly</li> <li>• Establishing, developing, and maintaining strong relationships with key stakeholders, including local authorities, employers, business representative organisations, trade unions, and relevant government departments and agencies.</li> <li>• Working collectively with colleagues to identify interventions on emerging project proposals and managing a forward-looking delivery plan.</li> <li>• Working collaboratively with colleagues to select/support, commission, and manage technical due diligence and assurance/audit as necessary.</li> </ul> |  |  |  |  |  |
| Operational                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |  |  |  |  |
| <ul style="list-style-type: none"> <li>• Lead the development and implementation of the projects, ensuring that programme outcomes are achieved within set budgets and timeframes.</li> <li>• Lead on the production of project planning and reports, ensuring key milestones and deliverables are achieved and financial requirements are met, in accordance with best practice.</li> <li>• Establishing, implementing, and presenting/facilitating a cycle of regular project report updates as part of the programme's governance calendar.</li> <li>• Providing/supporting high-quality written and oral briefings, project advice, and reports for a range of internal and external stakeholders, including business and political leaders when required.</li> <li>• Proactively reviewing emerging activity in projects to identify areas for improvement, alignment or collaboration that better serves the programme and its outcomes.</li> <li>• Proposing practical courses of action to improve project delivery.</li> <li>• Identifying, assessing and acting upon opportunities and risks to a project/s, creating innovative and pragmatic solutions to support delivery.</li> </ul>                                                                                                                                                   |  |  |  |  |  |
| Financial                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |  |  |  |  |
| <ul style="list-style-type: none"> <li>• Leading on the production of project resource and budget forecasts and managing and tracking financial expenditure and outcome reporting for the projects/workstream</li> <li>• Liaising with stakeholders in the business to ensure the smooth commissioning of services, including the provision of informative and accurate reporting information.</li> <li>• Ensures Value for Money and follows the appropriate governance processes for dealing with any financial activities</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |  |  |  |  |
| Other                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |  |  |  |  |
| <ul style="list-style-type: none"> <li>• Undertaking such tasks as may reasonably be expected commensurate with the scope and level of the role.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |  |  |  |  |

| Person Specification                                                                  |                       |          |                |          |          |
|---------------------------------------------------------------------------------------|-----------------------|----------|----------------|----------|----------|
| Candidates/post holders will be expected to demonstrate the following:                | Essential / Desirable |          | How Evidenced? |          |          |
| <b>Experience</b>                                                                     | <b>E</b>              | <b>D</b> | <b>A</b>       | <b>I</b> | <b>T</b> |
| Significant experience delivering multi-disciplinary projects in a complex programme. | X                     |          |                |          |          |

|                                                                                                                                                                                                                      |          |          |          |          |          |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------|----------|----------|----------|
| Proven track-record of successful delivery of projects to time, budget and scope.                                                                                                                                    | X        |          |          |          |          |
| Demonstrable experience of complex stakeholder management (communication, negotiation and conflict resolution) in a sensitive political environment                                                                  |          | X        |          |          |          |
| Experience of leading multi-disciplinary teams and building strong relationships across organisational boundaries.                                                                                                   | X        |          |          |          |          |
| Demonstrable senior project management experience; establishing, managing, and reporting to meet robust governance arrangements, stage gate processes, risks and issue management, budget, and assurance.            | X        |          |          |          |          |
| Experience of managing and tracking project budgets, and effectively applying commercial, business, and risk management skills.                                                                                      | X        |          |          |          |          |
| Experience of contract management through the procurement and management of suppliers.                                                                                                                               | 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        |          |          |          |          |
| Demonstrable experience of planning, establishing and coordinating resources for project teams.                                                                                                                      | X        |          |          |          |          |
| Experience of prioritising, planning and organising workloads to manage expectations and deadlines.                                                                                                                  | X        |          |          |          |          |
| Experience of managing people including appraisals, performance management, disciplinary, recruitment and selection.                                                                                                 | X        |          |          |          |          |
| <b>Skills / Knowledge</b>                                                                                                                                                                                            | <b>E</b> | <b>D</b> | <b>A</b> | <b>I</b> | <b>T</b> |
| Excellent organisational, written, and verbal skills.                                                                                                                                                                | X        |          |          |          |          |
| Ability to work across functions in a matrix organisation.                                                                                                                                                           | X        |          |          |          |          |
| 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 (planning, highways).                                                                                                                    | X        |          |          |          |          |
| Excellent negotiation and influencing skills, ability to shape decision making among multiple stakeholders.                                                                                                          | X        |          |          |          |          |
| Ability to work well under pressure, demonstrating agility, drive, and solution focused attitude.                                                                                                                    | X        |          |          |          |          |
| Ability to lead, inspire and motivate others within a culture of delivery and continuous improvement.                                                                                                                | X        |          |          |          |          |
| Highly developed written and oral presentation skills with ability to present complex ideas in a clear and comprehensible way.                                                                                       | X        |          |          |          |          |
| Highly developed influencing and persuasion skills with a determination to deliver.                                                                                                                                  |          | X        |          |          |          |
| <b>Qualification / Education / Training</b>                                                                                                                                                                          | <b>E</b> | <b>D</b> | <b>A</b> | <b>I</b> | <b>T</b> |
| Suitable project management qualification to degree level or equivalent experience.                                                                                                                                  | X        |          |          |          |          |
| Professional project/programme management qualifications or equivalent experience                                                                                                                                    | X        |          |          |          |          |
| Membership of a relevant professional body                                                                                                                                                                           |          | X        |          |          |          |

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

| Core Expectations                     |                                                                                                                                                                                                                                                        |
|---------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <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. |
|                      | Problem Solving            | Go for clear and simple whenever possible.    |

### Additional Post Requirements

| Essential Car User           |                                        | Politically Restricted Post  |                                        | Disclosure and Barring Service (DBS) |                                   |                                   |                                          | Vetting                      |                                        |
|------------------------------|----------------------------------------|------------------------------|----------------------------------------|--------------------------------------|-----------------------------------|-----------------------------------|------------------------------------------|------------------------------|----------------------------------------|
| Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> | Basic <input type="checkbox"/>       | Standard <input type="checkbox"/> | Enhanced <input type="checkbox"/> | None <input checked="" type="checkbox"/> | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |

### Job Evaluation Details

| Date Evaluation Agreed | Job Family | Level/Grade | JEP Reference |
|------------------------|------------|-------------|---------------|
| 24/10/25               |            | SP40-SP44   | JEP673        |