

## **JOB DESCRIPTION**

**Post Title:** Senior Project Manager - Transport

**Directorate:** Delivery Directorate

**Reports to:** Programme Lead – Transport Portfolio Office

**Direct Reports:** Up to 4

**Salary:** SP 40-44

**Key Relationships:** Programme Lead, Project management and project controls team, Delivery team, other internal and external stakeholders as required.

### **Role Purpose:**

The Senior Project Manager will lead the management of several infrastructure delivery projects for the directorate. The post holder will work with programme and technical colleagues to establish and oversee robust project management support for delivery teams across a mode specific programme (Rail, Roads, or Metro).

Working closely with the Programme Lead, this role will oversee the delivery phase, ensuring project management disciplines are adequately resourced, established and managed with delivery teams. They will lead and manage critical project activities; scope, cost, time, and quality and working with colleagues to minimise risk.

### **Responsibilities:**

- Oversee the implementation of project management plans for each project, ensure adequate resources, processes and structures are in place to support its delivery.
- Lead and coordinate critical project activities, cost, time, and quality utilising project management resources taking a pro-active approach and initiating mitigating actions where necessary.
- Establish and manage stakeholder communications at project level, ensure projects are being managed and deliverables achieved in a compliant manner, particularly regarding statutory and technical compliance items (CDM, 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.
- Establish and implement project level governance, manage, and monitor performance of the project/s.
- Establish and oversee project level reporting and support the production of programme level reporting, ensuring accuracy of information and transparency of status/performance.

## 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				
Proven experience establishing and 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				
Substantive experience leading large project teams to successful completion.	X				
Demonstrable experience of working in a sensitive political environment and managing stakeholders internally and externally.		X			
<b>Skills/Knowledge/Abilities</b>	<b>E</b>	<b>D</b>	<b>App</b>	<b>Int</b>	<b>Other</b>
Strong 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				
Strong knowledge of procurement and contract methods, preferably NEC.		X			
Excellent organisational, written, and verbal skills.	X				
Excellent negotiation and influencing skills, ability to shape decision making among multiple stakeholders. <small>(O&amp;S)</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 level qualification or equivalent. E.g., Project Management, Civil Engineering, Construction, or relevant subject	X				
Appropriate Professional Membership/s: CIHT (Chartered Institute for Highways and Transportation), ICE		X			
Professional project/programme management qualifications or equivalent experience: APM, PMP, 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 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.