

Job Description

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| Post Title: | Programme Lead (Sustainable Transport) |
| Directorate: | Delivery Directorate |
| Reports to: | Head of Transport Portfolio Office – Delivery Directorate |
| Direct Reports: | Up to 6 |
| Salary: | SP 48 - 52 |

Key Relationships: Head of Transport Portfolio Office and Portfolio Management team, Project Management team, Delivery Directors, internal and external stakeholders as required.

Role Purpose:

The Programme Lead for Sustainable Transport, reporting to the Head of Transport Portfolio Office – Delivery Directorate. This role will be responsible for leading the programme management function for Sustainable Transport delivery as part of the Transport Portfolio Office. The postholder will work directly with delivery and technical service teams to ensure the work of the programme is achieved on time and within budget. Ensuring that processes, outputs, strategies, and contracts are adequately managed and supported and driving the programme forward to a successful conclusion.

The role will operate as part of a matrix management structure, working collaboratively with internal and external colleagues and stakeholders.

Responsibilities:

- Establish, lead, and manage the Sustainable Transport Programme function as part of the Transport Portfolio Office in the Delivery Directorate.
- Ensure the Sustainable Transport Programme is delivered in alignment with the requirements of agreed business cases.
- Establish, implement, and lead Programme controls and reporting for the Sustainable Transport Delivery Programme in alignment with the broader Portfolio.
- Manage Programme scope, risks & issues, change control, assurance, and compliance in accordance with the established governance and assurance processes.
- Lead on procurement strategies, tender documentation, including pre-construction information, construction contractor appointment documentation.
- Set and measure Key Performance Indicators for safety, quality, and cost performance of the Programme.
- Forecasting and assurance plans for resources to support delivery and input into the broader resource work for Portfolio.
- Participate in and support Audit and Assurance activities and reporting (quarterly, monthly, and bespoke reporting as required).
- Ensure the Sustainable Transport Programme is delivered in a collaborative, transparent way with colleagues internal and external to the directorate, TfWM, WMCA and other external partners and stakeholders as required.

- Lead and manage the Sustainable Transport Programme resources, including consultants, professional services, and contractors, to ensure that works are progressed in a timely, efficient, and cost-effective manner.
- Work with delivery teams and technical services to establish and implement project execution plan.
- Ensure smooth transition of the project/programme through required stage-gate processes (internal and external to the Delivery Directorate).
- Set standards ensuring they are consistently applied and compliant with safety and assurance requirements including appropriate Highways/Transport Planning Industry standards.
- Work closely with sponsor and technical service teams establishing oversight of agreements between TfWM and partners (National Highways, Local Highways and Statutory Planning agencies and authorities) and ensure compliance with all relevant statutory requirements.
- Establish and manage a high performing team, build it, manage it, and motivate it as required.

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* ** |
| Significant highways/roads industry project and programme management experience; establishing, managing, and reporting to meet robust governance arrangements, stage gate processes, risks and issue management, budget, and assurance. | X | | | | |
| Experience of leading multi-disciplinary teams and building strong relationships across organisational boundaries. | X | | | | |
| Senior line management experience. | X | | | | |
| Experience of integrating and delivering alongside other modes and disciplines particularly rail, bus, metro, and active travel works. | X | | | | |
| Experience of managing capital budgets, and effectively applying key commercial, business, and other management skills. | X | | | | |
| Experience of contract management through the procurement and management of suppliers. | X | | | | |
| Demonstrable experience in communication at a senior level, including the ability to present technical detail and progress reports in an engaging and accessible manner. | X | | | | |
| Demonstrable experience of working in a sensitive political environment, and the ability to manage stakeholders both internal and external. | | X | | | |
| Skills/Knowledge/Abilities | E | D | App | Int | Other |
| 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 | | | | |
| Knowledge of NEC 4 contract management. | | X | | | |
| Ability to establish and maintain effective partnerships and influence senior stakeholders across the Rail industry, with particular focus on | X | | | | |

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| improved ways of working cross-partner to improve programme performance. | | | | | |
| Excellent organisational, written, and verbal skills. | X | | | | |
| Excellent negotiation and influencing skills, ability to shape decision making among multiple stakeholders. ^(OO) | X | | | | |
| Excellent partnership-building skills and demonstrable experience of building and managing a high performing programme/project team. | X | | | | |
| Ability to work well under pressure, demonstrating agility, drive, and solution focused attitude. | X | | | | |
| Qualifications/ Professional Memberships | E | D | App | Int | Other |
| Suitable transport planning or project management qualification to degree level or equivalent. E.g., Civil Engineering, Transport Planning, Urban Planning | X | | | | |
| Appropriate Professional Membership/s: CTPP, CIHT, APM, ICE | | X | | | |
| Professional project/programme management qualifications or equivalent experience | 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.