



Job Description

Post Title:	Swift Senior Project Lead
Directorate:	Transport for West Midlands: Policy, Strategy and Innovation
Reports to:	Principal Transport Innovation Project Lead
Direct Reports:	None
Salary Band:	SP36-SP40

Key Relationships:

- Colleagues in WMCA
- Local Authority Transport Officers
- Funding Bodies UK and European
- Private sector partners
- West Midlands Innovation Community
- Academic institutions
- Consultancies and agencies

Role Purpose

The role will be to lead and manage the delivery of SWIFT projects to time, budget and quality, utilising and managing the appropriate resources over the project lifecycle for the wide-reaching Swift Delivery Programme, within the Policy, Strategy and Innovation (PSI) directorate.

This is to be carried out in accordance with the requirements defined within the approved governance structure, whilst utilising the processes detailed and fulfilling the roles and responsibilities. These are outlined, within the approved gated project management lifecycle review processes for project development and implementation.

Responsibilities

- To manage the successful delivery of significant, allocated capital project(s) and/or approved revenue funded project(s) for both internal facing and external parties (e.g.: LAs, Innovate UK, DfT, DCMS, BEIS, EU, consortium members, other Combined Authorities, Transport Authorities and European partners) in accordance with the requirements of the relevant project documentation.
- Ensure allocated Swift projects are delivered in accordance with the requirements defined within the approved project control documents, whilst utilising the processes detailed, and fulfilling the roles and responsibilities outlined within the approved gated project management lifecycle for project development and delivery.



- Where appropriate and working with the Swift Development Manager, assist in the selection, recruitment and appointment of consultants and/or specialists who may be required in delivery of allocated projects.
- Provide project management leadership for the development of significant multi-disciplinary projects within the Swift Programme, as defined in the approved gated project management lifecycle process, and as directed by the Swift Development Manager.
- Be responsible for managing delivery of the full project life cycle, working closely with the Project Sponsor and ensuring that project management best practice is identified and utilised through the delivery process, including:
 - Identifying and defining the project objective(s)
 - Creating a vision of what constitutes a successful accomplishment of the project
 - Identifying the baseline costs
 - Identifying programme outputs for proposed schemes
 - Production of detailed project plans understanding the principals of work breakdown structures and critical path analysis
 - Monitor & Report actual progress against plan
 - Put appropriate measures in place when actual progress deviates adversely from the baselines identified during the planning stage
 - Manage the approved project budget as applicable, including where appropriate fulfilling requirements set by external parties e.g. Innovate UK. Forecasting, monitoring the budget throughout the project lifecycle and ongoing responsibility for allocated budgets, raising purchase orders and approving invoices
 - Identify and manage risks and issues on projects, ensuring they are mitigated, continuously monitored & that Senior Management is made aware of project progress and early notification of any risks which may adversely affect any aspect of project delivery
 - To lead and manage procurement activities such as developing tender specifications, assessing, and appointing suppliers and contractors, working in line with the procurement team within the approved procurement framework
 - To identify and manage the Health, Safety & Environmental aspects on the allocated projects, including adherence to the relevant and current legislation and where appropriate providing visibility to Senior Management of any issues of note
 - Apply effective contract administration skills to enable monitoring of contractor progress against contracted sums, programme and quality criteria
 - To produce and lead on the internal and external project reporting as required in a timely and accurate manner
- Actively promote and ensure an effective working relationship between the Swift Programme and PMO team engaged on the delivery of projects within the Swift portfolio and stakeholder management and engagement with all other parts of the organisation.
- Support in determining the strategic direction of the Swift Projects Function as part of the wider Business Planning Process.

- Ensure that Lessons Learnt as part of the post project review are recognised and implemented as appropriate in development & delivery of the project portfolio going forward.
- Provision of timely, accurate and cohesive input to the required internal and external project/programme monitoring and governance processes as appropriate.
- Preparation of regular project documentation for review by the Directorate Board, providing visibility to Senior Management of project progress and early notification of any risks which may adversely affect any aspect of project delivery.
- Preparation of reports/briefing notes for senior management, elected members, WMCA committees, Programme Boards, external partners/stakeholders as appropriate to report of the status of any projects within this portfolio and where applicable, present these reports to Programme Board, Leadership team and external partners/stakeholders.
- Provide technical input to solution(s) as part of project delivery and active engagement with relevant project stakeholders to ensure efficient, open and transparent delivery.

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 ****
Experience and capability of working in a public sector environment.		D		Y	
Proven track record in delivery of projects to time and budget	E		Y		Y
Ability to effectively manage/oversee multiple projects prioritising works as appropriate	E		Y		Y
Demonstrate an ability and understanding for the following: <ul style="list-style-type: none"> • Proactive risk management, identifying and mitigating project risks. • The management of project budgets and production of robust cost forecasts. • The production of accurate and cohesive project status reports to satisfy both internal and external reporting requirements. • The production of detailed project plans understanding the principals of work breakdown structures and critical path analysis. 	E		Y		Y
Ability to manage conflict, bringing together opposing viewpoints to arrive at a mutually agreeable solution and have excellent stakeholder management skills.	E		Y		
Experience of working on grant funded project		D	Y	Y	
Skills/Knowledge/Abilities	E	D	App *	Int **	Other ****
Technical understanding of Transport Innovation technologies.		D	Y		Y
Ability to undertake strategic thinking, contributing to the strategic direction of the projects function.		D		Y	

Political Awareness and the ability to manage potentially delicate situations		D		Y	
Ability to work under pressure whilst maintaining project performance	E			Y	
Exhibit a high degree of pro-activity and creative thinking when faced with challenges requiring resolution	E			Y	Y
Excellent analytical skill	E		Y		Y
Excellent Interpersonal skills	E			Y	
Attention to detail	E				Y
Experience of working in a multi-disciplinary team		D	Y		
Ability to work as part of a team	E			Y	Y
Corporate Governance		D	Y		
Qualifications/ Professional Memberships	E	D	App *	Int **	Other ****
Educated to Degree level or equivalent.		D	Y		
Qualification in a Project Management Methodology (such as APM or Prince 2)		D	Y		

* 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.