



## Job Description

<b>Job Title:</b>	Risk Manager
<b>Directorate/Team:</b>	Transport for West Midlands
<b>Location:</b>	16 Summer Lane
<b>Responsible to:</b>	Senior Risk Manager – Transport Portfolio Office
<b>Responsible for:</b>	None
<b>Key working relationships:</b> (internal)	Head of Transport Portfolio, Project and Document Controls teams, Programme, Project Managers, Delivery and Technical Services teams, and other stakeholders across the transport portfolio. Internal colleagues, including suppliers and contractors as required.
<b>Key working relationships:</b> (external)	Programme Delivery teams (external), external suppliers and contractors.

## Purpose of the Post

Responsible for ensuring robust risk/issues processes and disciplines are embedded and practiced by programme/project teams, across development, delivery and into operational handover, as part of the TfWM-wide portfolio.

Accountable to the Senior Risk Manager for the Transport Portfolio Office, this post will be part of a cross-functional portfolio management office team, proactively managing risk/issues processes and ensuring systems are implemented to support mitigations and reporting.

Working with projects, programme teams and associated colleagues across the organisation.

Supporting progress and performance as well as being able to inform risk and cost management.

## Accountabilities

For ensuring Value for Money and compliance with project governance processes linked to development and delivery.

Maintaining accurate, reliable and timely data used in project and programme reporting, to inform decision-making and support performance monitoring.

Acting as a subject matter expert between project teams, contractors/suppliers and internal/external stakeholders, providing guidance and advice on risk identification, mitigation strategies and escalation pathways.

Embedding risk management into project control disciplines, to ensure risk is considered as part of a holistic approach.

Supporting the creation, implementation and maintenance of risk/issue systems, processes and documentation, and developing these to continually improve practices and ensure audit conformance.

<b>Responsibilities</b>
<p><b>Strategic</b></p> <ul style="list-style-type: none"> <li>• Implement and coordinate best practice risk management across TfWM-wide projects and programmes.</li> <li>• Establish and integrate best practice risk management to project and programme management controls; schedule, cost, commercial, quality, change, and assurance and schedule, working to ensure efficient, robust, compliant escalation pathways exist</li> <li>• Support and advise project and programme teams in a collaborative manner to establish transparency and pro-active management, embedding risk and issue reporting that will inform decision-making and lead to successful mitigations</li> <li>• Manage development and maintenance of risk and issue systems and processes and documentation, contribute to improving risk management processes to ensure a long-term best practice model.</li> <li>• Lead/oversee the completion of risk assurance work internally and by external commissions in line with a broader integrated audit and assurance plan.</li> <li>• Work flexibly and with integrity to meet the needs of the WMCA and the Transport Portfolio Office function.</li> </ul>
<p><b>People</b></p> <ul style="list-style-type: none"> <li>• Work with portfolio and technical service colleagues to establish risk assurance methods and actionable reporting/plans for project and programme teams.</li> <li>• Support programme and project managers to facilitate risk workshops, identify and record outcomes appropriately, create actionable plans and provide expertise on mitigation methods.</li> <li>• Providing training, guidance and ongoing support in the use of risk management software to colleagues, on capturing risks/issues into the appropriate system.</li> </ul>
<p><b>Operational</b></p> <ul style="list-style-type: none"> <li>• Conduct schedule and scenario analysis to identify risks and opportunities.</li> <li>• Conduct and document Quantitative Schedule Risk Analysis for projects and programmes, aligned to monthly reporting and to inform decision-making.</li> <li>• Regularly review critical path, cost and resource loading, dependencies, constraints, and milestones.</li> <li>• Work collaboratively with programme and project teams across the TfWM-wide portfolio, to develop and maintain project dashboard reporting, ensuring alignment with project objectives</li> <li>• Maintain comprehensive project/programme risk registers, including the tracking/assessment of mitigations plans and close-out.</li> </ul>
<p><b>Financial</b></p> <ul style="list-style-type: none"> <li>• Ensure Value for Money and follow the appropriate governance processes for dealing with any financial activities</li> <li>• Conduct and document Quantitative Cost Risk Analysis for projects and programmes, aligned to reporting and business case development.</li> </ul>
<p><b>Other</b></p> <ul style="list-style-type: none"> <li>• Represent the WMCA in a professional manner</li> <li>• Undertake such tasks as may reasonably be expected commensurate with the scope and level of the role</li> <li>• Work effectively and flexibility to meet the needs of projects and programmes across the organisational-wide portfolio.</li> <li>• May be required to work at multiple sites/offices.</li> </ul>

## Person Specification

Candidates/post holders will be expected to demonstrate the following:	Essential / Desirable		How Evidenced?		
	E	D	A*	I*	T*
<b>Experience</b>					
Demonstrable experience in implementing and maintaining risk management processes and systems for major infrastructure programmes and projects (preferably transport).	X		X	X	
Experience managing risk and issue processes and establishing actionable mitigations plans with project and programme teams.	X		X	X	
Experience establishing and setting risk matrices, escalation thresholds and establishing clear processes enabling decision-making.	X		X	X	
Experience executing risk assurance practices (qualitative, quantitative).	X		X	X	
Experience advising and working collaboratively in a large multi-disciplinary team.		X	X	X	
Experience of working in a project controls team and supporting development of project controls management.		X	X	X	
Experience of working in a sensitive political environment, and the ability to manage stakeholders both internal and external.		X	X	X	
<b>Skills / Knowledge</b>	<b>E</b>	<b>D</b>	<b>A*</b>	<b>I*</b>	<b>T*</b>
Strong IT literacy, including MS Excel, MS Project, SharePoint and risk management applications	X		X	X	
Knowledge of risk and issue management process requirements for major infrastructure projects.	X		X	X	
Knowledge of risk assurance processes (QCRA, QSRA in particular)	X		X	X	
Good collaboration and mentoring skills, ability to educate and implement new processes and policies in programme/project teams.	X		X	X	
Ability to work well under pressure, demonstrating agility, drive, and solution focused attitude.	X		X	X	
Good understanding of critical path methodology to assure and enable communication of milestone performance.	X		X	X	
Ability to synthesise detailed scheduling outputs into easily digestible reporting/visuals to inform strategic level reporting.	X		X	X	
Ability to create and manage implementation of new systems and processes for project teams.	X		X	X	
Ability to multi-task and work in fast-paced environments as part of a high performing team.	X		X	X	
Good communication skills, written and verbal.	X		X	X	
<b>Qualification / Education / Training</b>	<b>E</b>	<b>D</b>	<b>A*</b>	<b>I*</b>	<b>T*</b>
Degree in relevant subject (Transport, Business Administration, Project Mgmt. or similar), or equivalent experience in similar role/equivalent experience	X		X		
Appropriate membership/qualifications/CPD: APM, IRM, CRISC or similar		X	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
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	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>Matrix Working</b>	Work in a matrix way when required by actively collaborating across traditional boundaries—such as directorates, functions, or geographic areas—to achieve shared goals. Depending on your role, you may contribute to multiple projects or workstreams, often working alongside different teams and leaders.
<b>Business Continuity</b>	All staff should actively participate in business continuity training and exercises when required, ensuring they understand and follow business continuity plans and procedures to maintain organisational resilience during disruptions.
<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

Politically Restricted Post		Disclosure and Barring Service (DBS)				Vetting	
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 type="checkbox"/>

### Job Evaluation Details

Date Evaluation Agreed	JEP Reference	Grade	Job Family
	JEP748		