



**West Midlands  
Combined Authority**

## **Job Description**

**Post Title:** Senior Development Manager

**Directorate:** Strategic Partnerships and Integration

**Reports to:** Head of Integration

**Direct Reports:** 2

### **Key Relationships:**

Project Sponsors, TfWM Delivery Directorate, Local Authority Partners inc. Councillors & Senior Officers, Private sector partners including transport providers and developers.

### **Role Purpose**

The WMCA has a programme of investments in transport in the West Midlands (including bus rapid transit (Sprint), bus priority measures, and transport interchanges), which will form a key role in supporting the Strategic Transport Plan, HS2 Connectivity Package and enhancing the transport network over the next 10 years. With over £1bn funding secured via the City Region Sustainable Transport Settlement (CRSTS), this role will help shape transport projects to ensure they are developed in an integrated way and deliver maximum benefits to users.

Reporting to the Head of Integration, the job holder will be responsible for the development of sustainable transport projects from within the Transport for West Midlands Delivery Programme, from inception through to outline business case approval. The job holder will lead the development of appropriate Business Cases and associated activities.

Utilising project management best practice, the role holder will work with project teams to support the development of projects through the feasibility process.

The job holder will ensure that strategies and business cases, which are to be supported by technical, legal, and commercial information are developed and provided to enable TfWM to achieve the funding approvals to allow the schemes to be efficiently and cost effectively delivered, operated, and maintained.

The job holder will work closely with local authorities, partners, and other stakeholders to ensure there is support and understanding of schemes, and that necessary community engagement takes place.

## **Responsibilities**

- Manage the development of integrated transport infrastructure across the network to ensure seamless access for the community and all users of transport solutions with high standards of customer satisfaction and operational efficiency.
- Manage the development of major transport schemes to ensure funding requirements are understood and secured for delivery.
- Develop and maintain business cases for the schemes for which the job holder is responsible, ensuring that appropriate standards required by approving bodies / funders are met and required supporting outputs are produced. This may include Appraisal Specification Reports, Options Appraisal Reports, and early scheme assessment.
- Oversee transport scheme design activities to ensure transport infrastructure projects are integrated and maximise outcomes in accordance with the latest design guidance.
- Oversee transport modelling activities to ensure the impact of transport schemes in development is documented, understood, and mitigated.
- Manage the activity of the CRSTS Coordinator to ensure CRSTS governance requirements are met including finance and active travel reviews.
- Engage with the development of all TfWM schemes (such as rail, Midland Metro, Cycling and Park & Ride schemes) to ensure effective coordination within the overall Programme and to ensure that interfaces are managed.
- Collaborate with other departments and directorates to identify and realise interface opportunities.
- Manage and direct the activities of project teams, consultants, professional services, and specialist contractors to ensure that works (including business case development, design, technical and environmental assessments, cost and demand forecasting, land referencing, surveying, ground investigation etc.) are progressed in a timely, efficient, and cost-effective manner.
- Manage the transition of projects at Outline Business Case stage from the Strategic Partnership and Integration Directorate to the Delivery Directorate.
- Ensure effective commercial and operational arrangements are considered in the development of transport schemes.
- Act as a key point of contact with consultants, contractors, Local Authority Officers, Cabinet Members and politicians.
- Ensure that robust stakeholder engagement (communications and PR) plans, reflecting the nature and characteristics of the proposals, are developed, and implemented to deliver appropriate consultation with the public, local

businesses, politicians, and appropriate groups, and where possible reduce the impact of the scheme through modifications to the scheme design.

- In conjunction with Finance and Procurement Officers, develop appropriate procurement strategies over the life of the project.
- With support from the Project Risk Manager, ensure that cost and schedule risk and opportunities are proactively identified, managed, and communicated by means of risk registers.
- With support from the Project Accountant, ensure that budget and financial administration, monitoring, and reporting is of the highest standard and that appropriate financial scenarios can be tested.
- Provide accurate and up to date monthly progress reports to the Head of Integration.
- Lead and manage the team members, helping them to ensure their development needs are met and their potential is realised.
- Work with other Senior Managers within the Integration and Development Team to ensure a consistent approach to major projects.
- The job holder will be responsible for the development of projects with individual value of circa £10-50m.
- The job holder will be accountable to the Head of Integration for an annual project spend of £1-5m.

## Person Specification

<i>Please specify (X) whether the experience required is Essential (E) or Desirable (D)</i>			<b>Assessment Method</b>		
<b>Experience</b>	E	D	App*	Int**	Other***
Proven experience of working at a senior level in the transport sector, particularly in bus and public transport.	X		X	X	
Experience of Programme Management best practice.	X		X	X	
Experience of developing complex projects that require transport modeling to be undertaken.		X	X	X	
Experience of working with senior officers from Local Highways and Planning Authorities, and other stakeholder bodies.	X		X	X	
Experience of working at a strategic level, with the ability to deal with detailed, tactical issues as required.	X		X	X	
Experience of managing a team.	X		X	X	
<b>Skills/Knowledge/Abilities</b>	E	D	App	Int	Other
Development of Business Cases to appropriate standards e.g., DfT Tag.	X		X	X	
Knowledge of Local Authority, WMCA and TfWM powers and processes.		X	X	X	
Excellent negotiation and inter-personal skills.	X		X	X	
A strong sense of direction and results oriented.	X		X	X	
Strong project management skills, with the ability to manage multiple projects simultaneously.	X		X	X	
Excellent analytical and problem-solving abilities.	X		X	X	
Effective communication and interpersonal skills to collaborate with stakeholders at all levels.	X		X	X	
<b>Qualifications/ Professional Memberships</b>	E	D	App	Int	Other
An appropriate degree level qualification or appropriate alternative e.g., Civil Engineering, Transport Planning, Transport Modelling or Economics.		X	X		
Appropriate professional memberships e.g., APM, ICE, CIHT.		X	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 focussed.
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.

The role will require on and off site working, occasionally outside of normal working hours, to meet the demands of the project.