**Job Description**

**Post Title:** Delivery Manager – Sustainable Transport (Active Travel)

**Directorate:** Delivery Directorate

**Reports to:** Delivery Lead Sustainable Transport

**Direct Reports:**  0

**Key Relationships:** Delivery Directorate – Technical Services & Portfolio Units, TfWM Policy, Strategy and Innovation team, TfWM Network Resilience team, senior officers at local authorities, transport planning and technical design support consultants, TfWM Heads of Service and Directors, the Mayor’s Cycling & Walking Commissioner and Active Travel England (ATE)

**Role Purpose**

The Sustainable Transport Delivery Manager (Active Travel) will manage and oversee technical activities in managing the delivery of the £60m Active Travel Programme within the Delivery Directorate at Transport for West Midlands (TfWM). They will ensure that all projects are delivered successfully, to agreed scope, on-time and on-budget.

They will also provide support to City Regional Sustainable Transport Settlement (CRSTS) Active Travel projects, by providing assurance of programme and project business cases, establishing and chairing design panel reviews and leading a team of subject matter experts to provide high quality technical input into scheme development activities.

Active travel investment forms a major part of TfWM’s £2.2Bn capital transport investment programme with the Delivery Manager supporting an estimated annual spend of c. £20m.

The Sustainable Transport Delivery Manager (Active Travel) will be a technical expert in the delivery of major Sustainable Transport infrastructure. They will be responsible for managing the team in establishing and maintaining high value and collaborative arrangements with funders, partners organisations, stakeholders and customers, and evolving TfWM to a best-in-class delivery organisation. They will apply their technical expertise in ensuring that business case outcomes are maximised and TfWM’s delivery reputation is positively enhanced through the timeline on budget delivery of the programme.

**Responsibilities**

* Manage and oversee a WMCA Active Travel Programme, delivered by the region’s seven Local Authority partners, working with the funder (Active Travel England) and the Mayor’s Cycling & Walking Commissioner to deliver a step change in active travel provision across the WMCA area, with accountability for a delivery spend rate of c.£20m per annum
* Financial and programme management responsibility for the delivery of the regional externally delivered £60m Active Travel Fund. This will include (i) overseeing and managing local authority delivery performance (ii) managing and reporting the programme level budget, schedule and risk, (iii) managing regional governance and assurance and (iv) being responsible for all associated legal and funding agreements with local authorities
* Technical leadership to provide high quality technical input and expertise to develop, shape and deliver multi-disciplinary technical solutions across the field of sustainable transport within complex urban environments. Support and contribute to Design Panels of Active Travel Fund and CRSTS active travel projects, including setting scheme-specific Design Panel scope and objectives and providing subject matter expert input.
* Work collaboratively with WMCA colleagues, relevant local authorities, funding bodies and other stakeholders as appropriate to deliver major projects in line with the requirements of the relevant Programme Boards. Day to day management of programme and project governance.
* Build and maintain collaborative strategic relationships with WMCA colleagues, relevant local authorities, funding bodies and other stakeholders as appropriate to deliver the project in line with the requirements of the relevant Programme Boards.
* Work effectively across the supply chain to support the affordable delivery of the programme schedule and budget, including commissioning consultants, professional services suppliers and supporting contractors for the delivery of the project in accordance with WMCA’s published procurement policies and statutory requirements.
* Assist in the preparation of reports for senior management, elected members, WMCA committees, Management and Programme Boards, Local Cabinet, as appropriate to report of the status of any projects within this portfolio. Assist in delivery and presentation of such reports.
* Work with the Portfolio Management Unit, proactively support timely and robust management project controls. This will cover scheduling, risk and issue management, periodic dashboard reporting and budget management. Put measures in place where actual progress deviates adversely from the baselines identified during the planning stage.
* Work alongside the Risk Manager to review risk process and put in place measures which ensure that risks and opportunities are properly identified, managed and communicated, and that appropriate mitigation plans and actions are established, funded and delivered
* Ensure that project documentation produced for review/approval by WMCA, Local Cabinet, and their Committees is done so in timely, accurate and cohesive manner, ensuring that the language and terminology used is suitable for the intended and potential recipients of such documentation.
* Ensure that all elements of programme are integrated into design and delivery of the programme, including design approval on behalf of WMCA (in partnership with Active Travel England) and with Local Authorities, ensuring compliance with grant conditions.
* Apply value engineering techniques to optimise the affordability and utility of the scheme.
* With support from the programme accountant, manage budgets, and ensure that budget and financial administration, monitoring and reporting is of the highest standard and that appropriate financial scenarios can be tested.

**Person Specification**

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| --- | --- | --- | --- | --- | --- |
| *Please specify (X) whether the experience required is Essential (E) or Desirable (D)* | | | **Assessment Method** | | |
| **Experience** | E | D | App\* | Int\*\* | Other\*\*\* |
| Recent experience of developing and delivering large scale, technically complex engineering projects with a sound understanding of standards related to sustainable transport, including scheme design, traffic regulation order and standards related to active travel infrastructure including LTN 1/20. | X |  | X | X |  |
| Experience of commissioning technical services through the procurement and management of the supply chain | X |  | X | X |  |
| Programme and/or portfolio management of complex programme across differing teams/external environments, including performance monitoring and management, establishing and leading governance and strategic reporting to senior executives | X |  | X | X |  |
| Knowledge and experience of managing Local Authority powers and processes. |  | X |  |  |  |
| Experience of working with Local Enterprise Partnerships, DfT, Local Highways and Planning Authorities, Emergency Services, Highways England and other stakeholder bodies. | X |  |  |  |  |
| **Skills/Knowledge/Abilities** | E | D | App | Int | Other |
| Proven technical knowledge of design standards and best practice in detailed development and delivery of sustainable transport projects, including LTN 1/20 | X |  |  |  |  |
| A strong understanding and experience of managing projects in a cross partner environment |  | x |  |  |  |
| Strong partnership working skills, embedding with the local authorities as well as TfWM, to ensure delivery on LA highway. | X |  |  |  |  |
| Excellent stakeholder management and partnership working skills. | X |  |  |  |  |
| Excellent interpersonal skills, ensuring project progress in a matrix structure. | X |  |  |  |  |
| Knowledge of sustainable transport design operational and maintenance requirements and experience of delivery of major projects in the urban environment |  | X |  |  |  |
| Knowledge of local authority powers and processes e.g. local highway authority, local planning authority and environmental. |  | X |  |  |  |
| Knowledge of environmental assessment requirements and procedures. | X |  |  |  |  |
| Knowledge of WMCA/TfWM powers and processes. |  | X |  |  |  |
| Knowledge of utilities powers and processes. |  | X |  |  |  |
| **Qualifications/ Professional Memberships** | E | D | App | Int | Other |
| An appropriate degree level qualification or appropriate alternative, e.g. Civil Engineering, Building. | X |  |  |  |  |
| Appropriate professional memberships e.g. APM, ICE, CIHT. |  | X |  |  |  |
| PRINCE2 Practitioner (or equivalent). |  | 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.

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| --- | --- | --- |
| **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.