

ROLE PROFILE

Post Title:	HS2 Project Delivery Manager
Directorate:	Strategic Partnerships & Integrated Delivery
Reports to:	Head of HS2 and Strategic Partnerships
Direct Reports:	0

Key Relationships:

Working in collaboration with respective workstream leads and chairs of respective boards. Consulting and working with other directorates such as Productivity & Skills, Housing & Regeneration and Active Travel teams to ensure alignment of priorities and strategies. Consulting with local officials, stakeholders on project proposals. Working and negotiating with government departments and other key regional stakeholders e.g. HS2 Ltd, DfT, BIES, DLHUC, Chamber of Commerce, Growth Hubs and similar such organisations to ensure benefits are maximised.

Role Purpose:

To oversee the development and delivery of projects across the HS2 Growth Delivery Programme that are identified within the overall HS2 programme portfolio. This will be done with a high standard of compliance, to time, cost and quality, and utilising / managing and supporting the appropriate programme and project resources in place with regional partners.

To assist the Head of HS2 & Strategic Partnerships and partners with the delivery of HS2 related projects with a particular focus on managing the delivery of WMCA HS2 Growth Strategy objectives and related stakeholder programmes and projects activities and outcomes.

Working in partnership with elected representatives, local authority officers as well as other key stakeholders and organisations engaged in respect of programme and project development and delivery. Manage the implementation and communication of specific programmes and projects activities, as well as general programme management related issues.

Responsibilities:

- The development & project management of of allocated project(s) and/or approved revenue funded project(s) as defined in the programme portfolio and as directed by the Head of HS2 & Strategic Partnerships and or Director of Strategic Partnerships & Integration.
- Delivery of respective business cases or other related project/programme documentation for those projects identified/allocated within the HS2 Growth Delivery Programme in accordance with the requirements of the relevant Sponsors Remit or approved Business Cases.

- To actively promote and ensure an effective working relationship between Project Management resources engaged on the delivery of projects on behalf of TfWM / WMCA and all other parts of the organisation.
- The provision of timely and cohesive input, ensuring a high standard or accuracy, in accordance with the internal and external project / programme monitoring processes as appropriate.
- Ensure continued strategic alignment to Annual Implementation Plan monitoring and evaluating against budget, delivery timeline and to quality/assurance standards.
- To provide expert support to all relevant and related project/programme meetings ensuring all reporting requirements are met in a timely manner
- To manage, co-ordinate and monitor project delivery outputs of all respective workstreams through clear reporting processes to ensure effective ownership of key responsibilities and by stakeholder and partnership management aligned to the WMCA HS2 Delivery Programme outcomes identified within the WMCA HS2 Growth Strategy.
- To actively promote and ensure an effective working relationship between Project Management resources engaged on the delivery of projects on behalf of TfWM / WMCA and all other parts of the organisation as well as with strategic partner organisations.
- Demonstrate the ability to forge effective relationships with external bodies and Government departments to ensure effective project and programme delivery.
- To provide and apply in depth knowledge of technical project & programme delivery in programmes of work.
- Investigate, develop, report and provide guidance on the use of project techniques and practices in work streams in consultation with key stakeholders
- Provide project input into the HS2 Growth Delivery Programme, developing project plans, risk registers and other related project management tools necessary for the effective delivery of the HS2 project.
- Provide regular evaluation of activities and reporting to the HS2 Regional Board.

Experience	<i>Please specify (X) whether the experience required is Essential (E) or Desirable (D)</i>		Assessment Method		
	E	D	App*	Int**	Other***
Experience of delivery of projects/programmes within a complex stakeholder and partnership management arrangement, understanding and delivering its key benefits and outcomes.	X		X	X	
Strong persuasion and influencing skills with the ability to command attention and influence at a senior level across a range of public and private sector organisations.		X	X		
Experience of working a complex partnership environment and fostering excellent senior partnership relationships.	X		X		
Experience in the delivery of communication and engagement activities aligned to the delivery of complex multifaceted projects.		X		X	
Manage and oversee capital and revenue project and programme development and delivery across the full range of programme functions ensuring alignment to relevant strategy.	X		X	X	
Proven experience in developing and delivering project documentation such as project plans, risk registers and other related project management reporting tools.	X				

Skills/Knowledge/Abilities	E	D	App	Int	Other
	X				
Ability to forge effective relationships with external bodies and Government departments to ensure effective project and programme delivery.	X				
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Thorough knowledge and understanding of local transport policy delivery mechanism and associated political structures.	X				
Detailed understanding of how to deal with communications specialist including agencies and consultancies and of utilising web and social media for communication, engagement and marketing programmes and proactive information dissemination.	X				
Qualifications/ Professional Memberships	E	D	App	Int	Other
Degree and Post Graduate Degree or equivalent in a project management (APM/PRINCE 2)	X				
MSP Practitioner		X			
Membership of a professional body in a related field (CILT etc.).		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 Organization' 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