**JOB DESCRIPTION**

**Post Title:** Project Controls Lead

**Directorate:** Delivery Directorate

**Reports to:** Head of Transport Portfolio Office – Delivery Directorate

**Direct Reports:**  Up to 4

**Key Relationships:**  Project control engineers, portfolio management team, programme, delivery and project teams. TfWM and WMCA portfolio colleagues.

**Role Purpose:**

This post will lead the development, implementation, and management of best practice project controls in the Portfolio Office supporting major infrastructure delivery projects and programmes. The post holder will ensure that a suite of project controls is fit for purpose, advise, and oversee their development as the portfolio matures.

The post holder will play a critical role in ensuring projects in the portfolio are delivered on time, within budget and achieve desired outcomes in line with business cases. You will be the recognised lead for project controls in the delivery of major transport infrastructure projects and programmes for TfWM in a Portfolio with a value of c.£5m.

A subject matter expert you will play a crucial role in driving progress of major transport infrastructure projects; you will provide advice to senior and executive management and leading maturity work for project controls and implementing new ways of working.

The role will play a key part in creating and implementing new ways of working and establishing long term strategies for Project Controls best practice for a maturing and expanding Portfolio.

**Responsibilities:**

* Lead the establishment of best practice project controls for major transport infrastructure projects and programmes in the Transport Portfolio Office, part of TfWM’s Delivery Directorate.
* Establish and implement a long-term strategy for project controls in the Delivery Directorate as part fo the Portfolio Office.
* Lead the development and implementation of a suite of project control management documents, systems, and processes to support successful delivery of outcomes as per agreed business case.
* Advise the Head of Portfolio and other internal/external colleagues as required, on project controls and requirement for maturing them in line with the Portfolio Office.
* Develop the maturity of project controls including the preparation of a suitable suite of project and programme level reporting. Ensuring that they support the objectives of the portfolio, directorate and wider organisational objectives.
* Integrate project controls with relevant stage-gate processes to ensure adequate control of transition into and out of the delivery directorate.
* Be the subject matter lead for implementation of Earned Value Management and Total Cost Management as required.
* Direct the preparation and presentation of forecast, analysis, planning and estimating work for cost and schedule. Work closely with risk and commercial to create a transparent, forward looking, interdependent output of project controls.
* Contribute to and advise on scenario work for risk, cost and schedule for projects across the portfolio. Making recommendations and overseeing/implementing actions at all level of governance.
* Working with colleagues in the portfolio team, oversee project control activities for programme and project managers, ensuring they contribute to accurate performance reporting, enabling informed decision-making by senior management.
* Integrate project controls with programme controls and portfolio governance, ensuring streamlined, efficient mechanisms are in place that create efficacy.
* Manage and contribute to assurance activities in support of project and programme teams. Actioning recommendations where required and advising/supporting project/programme management colleagues on improving outputs.
* Manage the resourcing and development of a project controls team and build strong relationships across the directorate with Programme, Project and delivery teams (all modes), the Technical Services Unit and integrate new ways of working with colleagues across the business.

**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\*\*\*  |
| Significant experience designing, establishing and implementing project controls for major infrastructure projects (preferably Transport). | X |  | X | X |  |
| Significant experience working with project, risk and commercial colleagues utilising project controls to inform decision-making on cost, schedule, and risk. | X |  | X | X |  |
| Experience in design and implementation of project control systems that can inform programme level dashboards and reporting. | X |  | X | X |  |
| Senior line management experience and demonstrable experience working within a multidisciplinary team leading the coordination of project controls work. | X |  | X | X |  |
| Experience integrating stage gates to project control schedules. | X |  | X | X |  |
| Experience implementing scheduling software and systems (such as Microsoft Project, P6 Primavera/Oracle, Portfolio Software, Acumen Fuse) | X |  | X |  |  |
| Experience of working in a sensitive political environment, and the ability to manage stakeholders both internal and external. |  | X | X |  |  |
| Experience working collaboratively to support and implement best practice. |  | X | X | X |  |
| **Skills/Knowledge/Abilities** | E | D | App | Int | Other |
| Knowledge of project control requirements (Programme, Project and Commercial Disciplines) in major infrastructure projects. | X |  | X | X |  |
| Ability to design and improve best practice project control manuals processes. | X |  | X | X |  |
| Good organisational, written, and verbal skills.  | 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 |  |
| **Qualifications/ Professional Memberships** | E | D | App | Int | Other |
| Degree in relevant subject (Project, Engineering, or Construction Management), or equivalent experience in similar role/equivalent experience | X |  | X |  |  |
| Appropriate membership/qualifications: Prince 2, PMP, APM, ECITB |  | 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.

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| **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.