

AMBITIOUS

CREATIVE

COLLABORATIVE

SUPPORTIVE

JOB DESCRIPTION

JOB TITLE:	Programme Manager (Future Transport Zone)
MANAGED BY:	Head of Transport
GRADE:	12

BACKGROUND

The Employer: The West of England Combined Authority (WECA)

The West of England is an economic leader with an economy worth over £33 billion a year. With a population of over 1.1 million people, one of the highest rates of employment in the country, and over 45,000 businesses, the region competes on a global scale. The West of England is a place where highly-skilled people work, where ideas flourish, and where businesses grow. It's also a place that a diverse population of people call home.

The West of England Combined Authority (WECA) was formed in 2017, to champion the region and drive clean and inclusive economic growth. As a result, significant powers and funding have been transferred to the region through the new Combined Authority and West of England Mayor.

Our aim is to deliver economic growth for the region and address some of our challenges, such as productivity and skills, housing and transport.

WECA is made up of three of the local authorities in the region - Bath & North East Somerset, Bristol and South Gloucestershire. Building on a strong track record of partnership working in the region, the West of England Combined Authority continues to work closely with North Somerset Council. The Combined Authority also the accountable body for the West of England Local Enterprise Partnership.

WECA is an equal opportunities employer, in line with the Equalities Act 2010, and invite applicants to contact us to identify any additional support they may need during the recruitment process.

PURPOSE OF THE JOB

- WECA recently received funding from the Department for Transport for its Future mobility Zone, a £28m project to deliver a range of innovative transport solutions

for the region. This is a showcase project on a national level and the role will lead the delivery of the programme of work, from inception and design through to implementation.

- The work will focus on the integrated delivery of a regional Data Hub, Maas Platform, Demand Responsive Transport, Mobility Hubs and Micromobility Solutions
- You will work closely with our Constituent Authorities, our Professional Service framework providers, a range of specialist and innovative private sector providers and the DfT.
- You will use your skills, experience and knowledge to bring together cutting-edge transport solution to take the project from concept through to delivery and embed the approaches into 'business as usual' as an integrated element of the Regions future transport.
- The ability to develop and manage relationships and shared commercial objectives across a arrange of internal stakeholders and private sector partners is critical to the success of the role and programme.
- The role is a senior high-profile position and significant experience of managing large-scale, high budget multifaceted transport, infrastructure or technology projects in a highly visible environment is a pre-requisite.

KEY RESPONSIBILITIES

- Guide and deliver the Region's Future Transport Zone project in line with WECA's bid submission and DfT requirements
- To lead the development and co-ordination of transport, technology and infrastructure projects associated with the project from concept to physical delivery and post opening evaluation.
- Lead the suite of projects across the key work themes to time, cost and quality, engaging with key internal and external stakeholders to ensure success
- Ensure portfolio of projects align to provide a cohesive approach and that they link clearly with DfT objectives and the overall corporate programme and business plan
- Commission, procure and manage technical resources through internal stakeholders, Professional Services framework providers and private sector partners, required for the delivery of projects.
- Manage the procurement of delivery contracts and subsequent contractual project management.
- Report on project progress to internal and external stakeholders and through the POM and democratic governance structure of WECA.
- Collaborate effectively with Local Authorities, DfT and other partners to ensure portfolio of projects aligns with regional priorities.
- Support and deputise for the Head of Transport.
- Manage the production of business cases to draw down project funding through WECA's governance system, Central Government and other third-party funders.
- Support WECA's Head of Transport and the transport policy team to align project solutions and delivery with WECA's Transport Vision.
- Lead multi-disciplinary project teams including a mix of public and private sector staff to ensure successful delivery
- Lead meetings and present to key senior stakeholders including the DfT on progress against delivery.
- Present complex engineering schemes clearly and concisely in plain English to a range of stakeholders including the local media.
- Champion the FTZ project and act as advocate for the project and region in cascading learning nationally

PERSON SPECIFICATION

ESSENTIAL (MUST HAVE)

Qualifications & Knowledge

- Educated to degree level in relevant academic subject with significant technical knowledge or have the relevant practical experience to demonstrate a commensurate level of technical knowledge.
- In depth knowledge of future transport solutions, associated technologies and their application in line with the Government's Future of Mobility: Urban Strategy
- Good knowledge of UK and EU Public Procurement Requirements and of operating partnerships between public and private sector
- Excellent knowledge of Business Case development for public sector funding in the UK
- Qualification or significant experience in relevant project management disciplines and their application to multifaceted projects, including Risk Management

Experience

- Extensive project management experience in the delivery of significant, multifaceted transport, technology and infrastructure projects.
- Working with DfT or Central Government Agencies in preparing, delivering outcomes and evaluation of Business Cases related to Central Government funding.
- Managing multi-disciplinary technical teams and working alongside private sector partners
- Bringing innovative projects or solutions forward to meet project outcomes
- Management of delivery-based contracts and negotiating contract changes
- Managing delivery projects and outcomes in a highly visibly and political environment including working with Elected Councillors, pressure groups and voluntary organisations to achieve mutually supportive objectives;
- Collating, preparing and presenting complex information to a range of key stakeholders to secure buy-in and engagement, including project performance reporting
- Collaborative working environments

Skills and Competencies

- Leadership Skills and can operate with minimal direction
- Excellent project / programme management skills
- Excellent communicator
- Ability to identify the key links between inter-related, complex projects and then to create the connections to take the links to implementation.
- Ability to innovate, develop, negotiate and deliver large work programmes to approved deadlines with changing priorities;
- Ability to work in a collaborative way while simultaneously setting direction
- Ability to hold oneself and others to account for delivery
- Demonstrable Commercial Awareness.
- Used to working in a political environment.

DESIRABLE

- Chartered by a relevant industry body e.g. ICE, CIHT, RICS, APM and / or PRINCE 2 accreditation or Formal management training

REWARDS AND BENEFITS

WECA staff receive:

- 25 days annual leave, rising to 30 after five years' continuous service, plus bank holidays, pro rata
- Auto-enrolment into the Avon Pension Fund
- Cycle to work scheme and secure bike parking
- Free eye tests for all display screen equipment (DSE) user
- Commuter Travel Club - WECA employees can sign up to receive discounted monthly bus tickets, unlimited bus travel for work or leisure within your chosen zone, automatic ticket renewal and price freeze for 12 months.