

ROLE PROFILE

Job Title:	Project Manager (Mass Transit)	Job Code:	PD/T3
Department:	Directorate of Policy & Development	Version:	1.0
Reports To:	Head of Transport & Mass Transit Development	Date Created:	June 2021
		Member of:	N/A
		Grade:	J
		Budget:	N/a

Is this a politically restricted Post? Yes/ No *(*if yes, see our policy on what this means)*

ORGANISATIONAL CONTEXT

Our Vision as an organisation is:

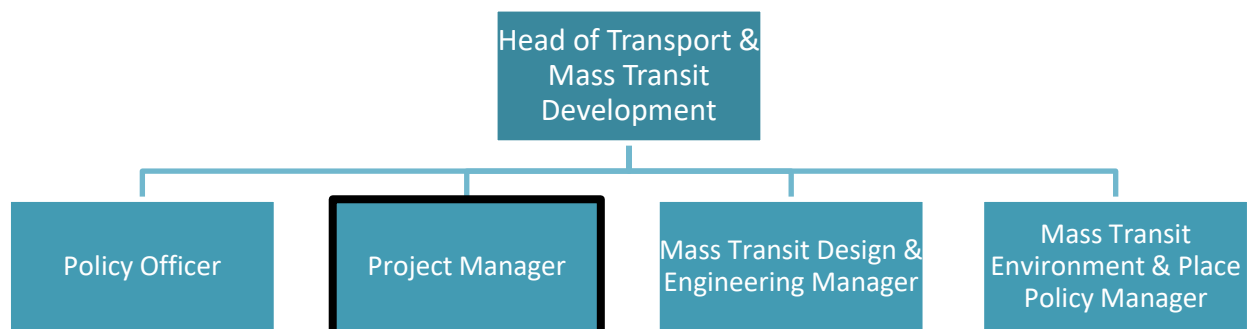
To be a globally recognised economy where good growth delivers high levels of prosperity, jobs and quality of life for everyone.

To achieve this we will:

Secure the means to deliver projects and services needed for growth in West Yorkshire, be its voice nationally and internationally, and build the partnerships to ensure the best economic outcomes.

Our department contributes to this by:

Producing transport and economic policies, developing strategies and securing the resources and powers that will drive our economy forward.



Job Overview:

- Lead the project management requirements of the Mass Transit Programme and any other development of transport projects and programmes as needed.
- Deliver and maintain excellent working relationships with key programme internal and external stakeholders.
- Ensure the programme continually meets the needs of region and that outputs, outcomes and expenditure targets are met.

© Design, implement and maintain the systems required for delivering the objectives of your function to support the Combined Authority in achieving its vision.

- © Take a pro-active corporate role in the management of your function including participating in delivering your directorate's objectives.
- © Demonstrate commitment to corporate processes and ensure these are delivered at all times.
- © Be a visible and enthusiastic manager, encouraging partnership working across the organisation.
- © Influence, develop and motivate your team, taking a positive approach to their development.

CRITICAL SUCCESS FACTORS

*We break each job down to explain the critical areas for success, ranked by importance.
These indicate the end result or outputs for which the role holder is responsible.*

People Management:

- Line Management of team members as required, in line with CA policies and procedures, including provision of appropriate coaching and guidance support.
 - A collaborative and supporting relationship with other members of the project team and internal stakeholders.
 - Strong and trusting relationships with other Directorates and District Partners.
- © Encourage a partnership approach to work across the organisation and externally.
 - © Provide clear direction, focussing on developing and motivating your team(s) to ensure targets are achieved.
 - © Manage the workflow of the team to deliver a strong performance management culture, where people are accountable for the delivery of results.
 - © Monitor productivity levels and balance of skills within your team, taking action to ensure that they are equipped to complete their work.
 - © Create the right working environment for your team, with a solid ethic of working towards achievement of our vision, utilising the Combined Authority's policies and procedures.
 - © Take a proactive approach to management of change and recruitment processes, leading consultation meetings and interviews.
 - © Ensure appropriate communication channels are in place and effective between you and your direct reports.
 - © Fulfil the HR processes associated with being a people manager, e.g. employee relations and development issues.

Technical Duties:

- Lead on the development and management of the mass transit programme plan and the management of allocated elements and work packages of the project to achieve outputs in accordance with defined time, budget, and quality parameters.
- Lead as needed on the development and management of the project management approaches for other transport related projects or programmes in development.
- Establish, develop and lead programme management and delivery processes to ensure successful delivery of the programme's contractual outputs.
- Prepare reports and advice for submission to Programme Boards, other steering groups and the formal meetings of the CA and its Committees.
- Ensure compliance with governance, including the CA's assurance framework, and controls procedures.
- Ownership of detailed project plans for allocated works and lead regular project and progress meetings.
- Support the Stakeholder Management and Consultation across the Mass Transit Programme

- Contribute to the management of work package interfaces to minimise risk and deliver a successful programme.
- Challenge critical stages in the process where 'bottlenecks' appear to ensure that issues are being resolved.
- Responsible for budgetary planning, forecasting, financial control including processing and certifying invoices for payment.
- Develop and maintain programme governance and reporting arrangements, including financial and risk management, in line with the Combined Authority's policies.
- Identify issues and risks affecting programme delivery and propose actions to address or mitigate these.

- © Typically works on horizons of one year, in line with the objectives set in the business plan.
- © Ensure you have the right procedures in place to achieve your strategic objectives, developing and amending processes as required.
- © Forward plan your workload, identifying appropriate solutions and acting accordingly.
- © Lead by example on health & safety matters, ensuring compliance with the Combined Authority's health and safety policy.

Financial:

- Manage the tracking, monitoring, forecasting and reporting of expenditure against the programme budget.
- © Fulfil the requirements of a budget holder, as detailed in the Corporate Standing Orders and the Financial Regulations.
- © Deliver financial results against corporate Key Performance Indicators.
- © Analyse and appraise financial related information ensuring financial process deadlines are met.

Impact & Influence:

- Working in partnership with District Partners to develop a positive relationship focussed on delivering West Yorkshire Mass Transit Vision 2040.
- Able to communicate and influence a wide range of stakeholders and groups including District Partner's highway and planning authorities, users and stakeholders (Directly and indirectly affected 3rd parties, including Network Rail, TfN, HS2 etc) and Members around the design considerations and options.
- © Represent the interests of your function within the context of the wider aims of the Combined Authority both internally and externally.
- © Foster good working relations across the organisation, building effective departmental relationships.
- © Use strong communication skills to influence key customers and stakeholders supporting your function's ability to deliver results in line with the vision.
- © Identify and find solutions to communication challenges observed within the organisation.

The above lists of accountabilities are not exhaustive. The role holder will be required to undertake such tasks as may reasonably be expected commensurate with the scope and grading of the role.

THE PERSON

To be fully successful in the role, we believe the following knowledge, skills and experience are required. When recruiting, we are looking for the best candidate match to this, however we know that there are some elements that can be trained and this will be taken into account during the recruitment process.

Knowledge:

- © Holds a degree or has equivalent relevant experience in a construction or project management related discipline.
 - © Hold a relevant professional qualification such as PRINCE2 practitioner, with membership of a professional body desirable.
 - © Practical experience of successfully performing in a similar role.
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- Experienced in complex, capital investment, engineering projects.
 - Demonstrated experience in working within industry standard processes/plans of work (eg APM, RIBA, GRIP etc).
 - Ability to interpret and manage plans and schedules and the management of third parties (e.g. Consultants and Contractors, etc).
 - Experience in transportation projects and programmes, such as light rail etc, within a safety critical and regulated environment would be desirable.
 - Knowledge of CEEQUAL/BREEAM or similar would be desirable.

People:

- © Experience of prioritising, planning and organising workloads to manage expectations and deadlines.
 - © Experience of managing people including appraisals, performance management, disciplinary, recruitment and selection.
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- Demonstratable experience of clear and effective communication skills with the ability to build relationships and influence others.
 - Excellent ability to listen and to understand and reflect on the views of others.

Technical:

- © Demonstrable experience of managing and championing change successfully.
 - © Strong communication skills with the proven ability to influence, negotiate and challenge.
 - © Experience of making compelling business cases/ reports to a range of audiences.
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- Demonstrable experience in programme and project management, construction management, change control, schedule management and design management

Financial:

© Demonstrable experience of successfully managing project budgets.

- Ability to ensure value for money is obtained through value engineering and rigorous management of scope and expenditure.

Impact & Influence:

- © Proven experience of confidently and professionally conveying information both written and oral in a clear, concise and persuasive style.
- © Comprehensive experience of leading, negotiating and influencing stakeholders.
- © Experienced in forming and developing effective senior level working relationships with Members, Government and partner organisations to achieve the best outcomes for the organisation.
- © Comprehensive experience of providing leadership in a complex public-private sector partnership context.

- Ability to support engagement with decision makers and key stakeholders to deliver positive outcomes.

OUR VALUES & BEHAVIOURS

Championing Our Region | Working Intelligently | Easy to Do Business With | Positive About Change | Working Together

These are our values. We shaped them together and we're proud of them.

We also created a set of behaviours for each of our values. Our behaviours provide us with a way of working and they are our minimum expectations of everyone here.