

## ROLE PROFILE

<b>Job Title:</b>	Mass Transit Design & Engineering Manager	<b>Job Code:</b>	PD/T2
<b>Department:</b>	Mass Transit	<b>Version:</b>	1.0
<b>Reports To:</b>	Head of Mass Transit Design & Development	<b>Date Created:</b>	June 2021
<b>No. of direct reports:</b>	5-6	<b>Member of:</b>	Mass Transit Directorate Management Team
<b>No of employees in function:</b>	5-6	<b>Grade:</b>	N
		<b>Budget:</b>	£TBC

<b>Is this a politically restricted Post?</b>	Yes / <del>No</del> <i>(*if yes, see our policy on what this means)</i>
<b>Is this a Vetted Post?</b>	<del>Yes</del> / No

## ORGANISATIONAL CONTEXT

**We are passionate about Equality Diversity and Inclusion, and we have a Vision:**  
To be a leader, recognised nationally for our focus and commitment to EDI.

**Our Vision as an organisation is:**

To create a West Yorkshire that is prosperous, well connected, safe, inclusive and a hotbed of creativity and sustainability.

**To achieve this we will:**

Secure the means to deliver projects and services needed for growth in the Leeds City Region (LCR), be its voice nationally and internationally, and build the partnerships to ensure the best economic outcomes.

**Our department contributes to this by:**

Developing and implementing the Mass Transit Programme for West Yorkshire.

Mass Transit Design & Engineering  
Manager

Technical Leads  
- TBC

### Job Overview:

- To establish, develop and lead the new Mass Transit Design & Engineering function, which is focussed on designing deliverable, innovative/best practice, value for money, and integrated mass transit solutions, across a range of possible technology options including Bus Rapid Transit, Light Rail, Ultra-Light Rail and Tram-Train.
- To be accountable for assuring the proposed design solutions enable optimised engineering and systems integration. This includes ensuring application of the 'Design Principles' as set out in the Mass Transit Vision 2040.
- To develop solutions in partnership with internal and external stakeholders.

- © 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:

- Manage the skillsets, deployment and utilisation of the team within the Mass Transit programme.
  - Lead multi-disciplinary teams to deliver complex/high profile programme(s) of activity.
  - Build mutual respect and trust with internal and external colleagues and Delivery 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:

- Be the senior project officer responsible for any designs developed for Mass Transit to ensure that they are in accordance with relevant guidance/standards (eg: RIBA or LRSSB). This includes being responsible for discharging the Client duties associated with Construction (Design and Management) Regulations (CDM)
- Lead the development, certification and assurance of the design & engineering of Mass Transit, overseeing the capture and management of the End-User requirements, and setting Mass Transit standards and processes for the statutory and regulatory compliance of the design, safety and assurance activities across the programme.
- Foster a culture of integration, partnership and collaboration, applying best practice from UK and overseas into the Mass Transit design.
- Lead the design/engineering and systems workstream deliverables scopes of work such that they can be implemented and support tender packages for the development, construction, implementation and commissioning phases.
- Be responsible for commercial management and support for any external design partners, including compliance with change management protocols.
- Ensure the application of the 'Design Principles' as set out in the Mass Transit Vision 2040 with focus on, accessibility (designed for people of all ages and abilities), zero-emissions at the point of use, infrastructure resilient to climate change and integrated with other modes and programmes to deliver an inter-modal network.
- Lead the development of the engineering and systems integration strategy for the Mass Transit programme and processes.
- Lead the development of the Modularisation, Depots, Power Supply/systems, Structures, Vehicle Technology, Permanent Way design, Asset Management, System Controls and Communications systems.
- Support the consents applications, processes, and Public Inquiries etc through the provision of statements of case, proofs of evidence and attendance at inquiries.

- Be responsible for assuring and documenting integrated design reviews and being accountable for assuring that all system and infrastructure installation during construction, including configuration and testing occurs ensuring optimised bringing into operation, to enable the highest levels of systems and infrastructure safety and availability.
- Identify and setup the necessary internal processes and controls to effectively manage the quality and sequencing of the work undertaken by external Design Partners and the appointed Developer(s)/Operator(s).

- © Typically work on horizons of one year, in line with the objectives set in the business plan.
- © Ensure your function has the right procedures in place to achieve your strategic objectives, developing and amending processes as required.
- © Forward plan the workload of the function, thinking through potential contributions, 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:

- Commercial management of the professional services contracts for external Design Partners.
  - Commercial awareness of design and development decision making in engineering solutions and managing requirements for acceptance.
- © 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, mass transit users and stakeholders (Directly and indirectly affected 3rd parties, including Network Rail, TfN, HS2 etc) and Members around the design considerations and options.
  - Lead negotiations with others including external Design Partners, Developers/Operators and Suppliers, regulatory authorities and operators and manufacturers of mass transit systems, and their supply chains.
- © 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 team relationships.
  - © Use strong communication skills to influence with key customers and stakeholders ensuring your function is able 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:

- © Hold a degree in an engineering discipline or relevant subject, or relevant demonstrable practical experience.
  - © Relevant professional qualification eg Chartered Engineer, or similar
  - © Practical experience of successfully performing in a similar role.
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- Demonstratable knowledge and experience of management of multidiscipline engineering projects and teams in transportation, including light rail / bus rapid transit / tram-train / ultra light rail.
  - Demonstratable knowledge and experience of commercial management.
  - Demonstratable knowledge and experience of Safety, standards and certification, including CDM.

### 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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- Leads the engineering discipline within a multi-disciplinary team.
  - Proactive approach to problem identification and resolution and driving progress in a consistent manner.
  - Experience of working in partnership with stakeholders including political members, suppliers, public and private organisations and residents.

### 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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- Experience of leadership in complex, capital investment and engineering projects.
  - Experience of transportation projects and programme, including light rail / bus rapid transit / tram-train / ultra light rail.
  - Demonstratable knowledge and experience of design management, engineering and construction management and integration and interface management
  - Knowledge of, and experience in implementation of CEEQUAL, CAD, GIS, projectwise and other design software packages

### Financial:

- © Demonstrable experience of successfully managing budgets.
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- Ability to ensure value for money is obtained through value engineering and rigorous management of consultant 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.
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- Ability to engage with and influence decision makers to deliver positive outcomes.

- Experience in managing scope and cost of engineering consultant's professional appointments.

## 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. Further information on this can be found on our website: <https://www.westyorks-ca.gov.uk/a-career-with-us/our-values-and-behaviours/>

Information regarding [Inclusivity at West Yorkshire Combined Authority](#) and [Equality, Diversity and Inclusion](#) can be located on our website.