

JOB DESCRIPTION

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| JOB TITLE: | Project Manager |
| MANAGED BY: | PMO Manager |
| GRADE: | 10 |

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 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

To support the delivery of key programmes across the West of England, we are seeking three new Project Managers to join our Project Management Office. This provides an opportunity to use your strong project management and collaboration skills to support our Transport, Planning & Housing and Capital Delivery projects.

- To manage the **development and delivery** of infrastructure projects, or parts of projects, for WECA and other West of England Local Authorities, from concept to physical delivery, and post opening evaluation. This will include strategic and capital projects.
- To **monitor, report and provide support** for projects funded by WECA and delivered by others.
- To support strong, **collaborative partnerships** WECA's supply chain, as well as with our Unitary Authority partners.
- To support the **review and evaluation** of projects in conjunction with the WECA Head of Grant Management and Assurance, and the WECA PMO Manager.

KEY RESPONSIBILITIES

- Responsible for the development and delivery of infrastructure projects from concept to delivery, in a sustainable manner, to time, cost and quality, within corporate guidelines and to develop appropriate delivery strategies and plans for specific projects. Projects could be strategic or capital delivery.
- Liaise with key internal and external stakeholders to ensure project success.
- Would with the Infrastructure Category Manager to procure and manage technical resources required for the delivery of the project.
- Control project change, risks and contingency within the project life cycle.
- Report on project progress to key internal and external stakeholders and through the democratic governance structure of WECA.
- Support the production of business cases to bid for project funding through WECA's governance system, Central Government and other third-party funders.
- Support WECA's Programme Managers, the Planning & Housing Team and Transport Policy Team in delivering projects.
- Present complex engineering schemes, and strategic projects, clearly and concisely in plain English to a range of stakeholders.

PERSON SPECIFICATION - ESSENTIAL

Qualifications & Knowledge

- Educated to degree level in relevant academic subject with significant project management knowledge or have the relevant practical experience to demonstrate a commensurate level of knowledge
- Qualification or significant experience in relevant project management disciplines and their practical application, including management of cost, risk, schedule, change and requirements
- Knowledge of UK engineering design and construction projects
- Understanding of UK and EU Public procurement requirements
- Knowledge of the requirements of corporate and construction health and safety

Experience

- Strong Project Management experience, with a clear understanding of what makes a successful project
- The experience and credibility to work effectively with senior managers and leaders
- Proven ability to understand and promote complex issues in a persuasive and sensitive manner
- Presenting complex information to a range of key stakeholders to secure buy-in and engagement

Skills & Competencies

- Excellent project management skills
- High standards of written and spoken communication
- Always work in a collaborative way while simultaneously setting direction
- Holds oneself and others to account for delivery
- Demonstrable commercial awareness
- Understanding of working in a political environment

PERSON SPECIFICATION - DESIRABLE

- Chartered by a relevant industry body e.g. APM, Prince 2
- Experience of project management with the transport, planning & housing and / or infrastructure delivery sector

REWARDS & 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.

