

ROLE DESCRIPTION

Job Title	Project Manager- Bus Franchising
Salary Band	SCP 41-43
Reporting to	Customer Experience Manager
Directorate	Place
Service Area and sub area	Transport/Franchising
Team	Customer Experience
Political Restriction	N/A

1. Primary Purpose of the Post
<p>To provide high quality Project Management to ensure project objectives are met and that the project is completed on time and within budget.</p> <p>Working as a Project Manager at the Liverpool City Region is a fantastic opportunity in a career in Project Management.</p> <p>This role will support in the development and delivery of an important high-profile programme. You will have responsibility for all aspects of the planning, management, co-ordination and financial control of the IT, systems and processes aspect of the programme, and you will be required to report progress to the relevant governance groups, complete approval processes and ensure that you track delivery on time, to budget and agreed quality standards.</p> <p>If you have a passion for getting things done and have the drive and ambition to make a difference in the Liverpool City Region, this is a great role for you.</p>
2. Your responsibilities
<ul style="list-style-type: none"> • Develop and lead the project(s) through all stages of initiation, delivery and close within time, cost and quality parameters. • Building up sufficient technical and sector-specific knowledge as appropriate to lead assigned projects. • Forging collaborative relationships with key project stakeholders including Combined Authority Directors, Project Sponsors and subject matter experts. • Working with PMO colleagues to put in place proportionate project governance arrangements to ensure appropriate levels of oversight and stakeholder engagement in line with the Project Management Framework. • Developing and maintaining project management artefacts - Tracking risks, issues, assumptions, dependencies, scope changes, actions and decisions, escalating as appropriate.



- Where appropriate, work with the LCRCA Procurement team to procure external services, ensuring effective oversight of contractor resource and supplier input, ensuring compliance with contractual commitments.
- Managing the project budget - working closely with PMO colleagues and the LCRCA finance and audit functions to ensure that there is thorough understanding of the financial position of each project.
- Organising, facilitating and participating in project-related meetings, workshops and events (including off site).
- Preparing reports, briefing papers and other documents, as required, working closely with PMO staff.
- Participating in work to continuously improve project delivery at the Combined Authority particularly on the Bus Franchising Programme

The role holder may be required to undertake any other appropriate duties as deemed necessary

3. General Corporate Responsibilities

Demonstrating the right culture and communicating effectively

- Continuously demonstrating the behaviours of LCR First, Respect and Action Focused.
- Regular dialogue and positive business relationship building with internal and external colleagues.
- Sharing knowledge and information with others.
- Building personal and departmental credibility.
- Participating in work to continuously improve project delivery at the Combined Authority.

4. Recruitment Plan

Competency Based Interview Assessment including a presentation

Key words:

Terms candidates may search to find this job online
Project Manager, Bus Franchise, Transport

PERSON SPECIFICATION

Job Title: Project Manager- Bus Franchising

Criteria		
Qualifications and Training	E = Essential D = Desirable	Identified By
Project and/or Programme relevant qualifications. (APM, PRINCE2, certifications, MSP, PMBOK)	D	A
Experience and knowledge	E = Essential D = Desirable	Identified By
Large and high value Project and/or Programme management experience	E	A,P,I
Able to work in a fast-paced environment and capable of delivering to short timescales	E	A,P,I
Excellent IT skills with proven ability in all Microsoft Office products and familiarity with collaborative working IT solutions is desirable (e.g. SharePoint)	E	A,I
Pro-active, a self-starter with the ability to work with minimum supervision, will need to be able to use own initiative and set own deadlines; strong time management skills are essential	E	A,I
Good interpersonal skills, including an ability to adapt appropriately to deal with people at all levels	E	A,P,I
Good verbal and written communication skills with attention to detail	E	A,P,I
Knowledge and/or experience of the transportation sector	D	A,P,I
Knowledge/experience of local government decision making processes	D	A,P,I
Experience of leading a large transformational project/programme involving developing a new delivery model and associated IT, systems and processes requirements development	E	A,P,I



Skills and abilities	E = Essential D = Desirable	Identified By
<p>“Working Knowledge” of all of the following technical competencies and “Proficient” level emerging in more than one competency</p> <ul style="list-style-type: none"> • Commercial management • Budgeting & financial management • Business case & benefits management • Governance & controls • Communications & stakeholder management • Planning, scheduling, dependency management • Quality management/solution design • Change control • Resource, capacity & capability management • Risk & issue management 	E	A,P,I

Personal Attributes	E = Essential D = Desirable	Identified By
Proactive	E	A,P,I
Resilient	E	A,P,I
Strong Communicator	E	A,P,I
Ethical and Professional	E	A,P,I

Core Behavioural Competencies	E = Essential D = Desirable	Identified By
<p>“Advanced” in some of the following behavioural competencies and “Established” in all others</p> <ul style="list-style-type: none"> • Seeing the big picture • Innovating • Working with ambiguity & complexity • Setting the right example • Communicating & influencing • Collaborating • Developing self & others • Operating with ethnics & professionalism 	E	A,P,I

Key to Assessment Methods:

KO – Knockout question	A - Application	P – Presentation	T - Test
FQ – Filter Question	I – Interview	E – Exercise	AC – Assessment



**LIVERPOOL
CITY REGION**
COMBINED AUTHORITY

METROMAYOR
LIVERPOOL CITY REGION