|  |  |
| --- | --- |
| Job Holder | Property Work Stream Lead |
| Reports To | Senior Property Workstream Lead |
| Grade | PM2 |
| Safety Status | Non Safety Critical  |
| Date Version agreed | 25/05/2018 |

|  |  |
| --- | --- |
| 1 | **Job Purpose:** To enable the successful delivery of projects by providing technical expertise/knowledge and support to the wider implementation team. Acting as the focal point for delivery the Workstream lead works with the project manager (Internal or External) to define the scope of the project and ensure that the project achieves the quality criteria specified in the design. The Property Workstream lead is responsible for reviewing and accepting risk and method statements on behalf of West Midlands Trains.. |
| 2 | **Dimensions***(Indicate in quantitative terms the key areas on which the job has an impact)*1. **Financial:**

Deliver against project business cases **B. Staff:** TBC **C: Others:** Technical support for projects  |
| 3 | **Principal Accountabilities*** Agreeing the workstream definition and delegated scope with the Project Manager and taking responsibility for delivery of the products and the desired outcomes.
* To act as Project Manager on projects as required by the Project.
* Resolve any user requirements and priority conflicts, through application of subject matter expertise.
* Delivering the workstream tasks in detail as defined by the project manager, taking responsibility for the progress of the work and use of resources. Initiating corrective actions to assure delivery when necessary, within the constraints laid down by the Project Manager.
* Review and approve risk and method statements of the 3rd party contractors.
* Review and comment of detailed specifications and technical designs.
* Required to create specifications and scoping documents.
* Managing specific issues and risks relating to the workstream or as directed by the Project Manager.
* Ensuring that workstream products are delivered to appropriate quality levels (e.g. through adequate review, test, trial etc.), and that signoff and acceptance processes are in place for deliverables.
* Conduct appropriate transition/handover of products between the project team and BAU.
* Monitoring and accurately communicating progress to Project Manager against the plan, including position on timescales, costs, risks, issues, dependencies.
* Performing quality assurance to the required standard.
* To be competent European, British and Network Rail standards within your discipline.
* To provide strategic support to the Senior property workstream lead and be responsible for the day today project administration, management of contractors/sub-contractors, agreeing project costs and budget reporting.
* Work within the project team in delivering high quality and cost-effective projects involving stations and ancillary projects across the WMT network.
 |
| 4 | **Knowledge and Experience*** The successful candidate will be an experienced workstream lead, with a demonstrable track record in successful delivery of infrastructure and M&E enhancements and renewals.
* Ability to work creatively, within a framework, to provide high quality outcomes. Will need to understand the wider objectives.
* Proven ability to manage multiple discipline contractors on site.
* Proven expertise and credibility in the field of construction and M&E.
* Proven track record of delivery in a design and build environment
* Expert knowledge of rail industry and network rail infrastructure
* Degree, HNC/HND or equivalent experience within a construction or mechanical/electrical discipline.
* Ability to train and mentor staff on best practice techniques/principles
* Self-motivator able to work alone, engage and inspire difficult challenging stakeholders
* Data Analysis experience. Must be able to collate complex, complicated data and present in a transparent format
* Health and Safety Qualification – IOSH minimum, NEBOSH desirable.
* Proficient in MS Office tools (Word, Excel, PowerPoint, Visio)
* Knowledge of process improvement, lean practices such as 6 sigma / Kaizen desirable
 |

|  |  |
| --- | --- |
| 10 | **Sign Off** |
| Job Holder: |  | Date |  |
| Manager: |  | Date: |  |