

Post Details			
Post Job Title:	Project Manager – Franchise Projects	Reports to Job Title:	Head of Franchise Projects
		Function:	Transition & Projects
Location: Birmingham	134 Edmund Street	Location:	Birmingham
Grade:	PM2	Safety Status:	Non-safety critical

1.0	Purpose of the Job
	<p>Ensure the successful delivery of several allocated franchise projects to time, cost and quality in accordance with the West Midlands Trains governance and project lifecycle.</p> <p>Ensure that the project outcomes and benefits align with WMT business strategy and the franchise agreement.</p>

2.0	Key Accountabilities
2.1	To project manage the successful delivery to time, cost and quality of all allocated Franchise Projects ensuring the intended outcomes, benefits and strategic objectives of WMT's business are achieved.
2.2	To ensure that all projects to be delivered meet all WMT safety requirements e.g. Safety Validation, Common Safety Method (CSM), Construction (Design and Management) Regulations 2015 (CDM2015).
2.3	To manage effective working relationships with all stakeholders (internal and external) working in a positive and collaborative manner.
2.4	To develop strategies and plans for the delivery of projects ensuring mandatory project governance and WMT/Abellio investment processes are adhered to including the production of Project Mandates and Business Cases.
2.5	To provide leadership and direction to the Technical Advisors including but not limited to fleet, property, safety and IT in the development of design and client requirement specification as appropriate.
2.6	To develop robust project plans and RAID logs to support the project and to comply with WMT internal Project Governance.
2.7	To produce progress / board reports as required by the WMT business and represent the project at periodic programme review meetings.
2.7	To participate in the sharing of project management best practice across the Transition & Projects Directorate and the wider WMT business.

3.0	Role dimensions
Financial	Staff
Direct: None foreseen at this time Indirect: None foreseen at this time	Indirect management of supporting resources/internal teams

* Only applicable for Manager Grades and above.

4.0 Main Contacts (External/Internal)		
Contacts	Frequency	Purpose
Head of Franchise Projects	Daily	Update on project status and action plans, as appropriate.
Transition & Projects Director	As required	
PMO team	Daily	
Internal support teams (Depot Teams, Property, Commercial, Procurement, IT, Customer experience)	Daily/Weekly	Update on project status, enlist support and action plans, as appropriate.
External Bodies Network Rail LNW Route development surveyors & asset management teams	As required	Ensure collaborative working and buy-in for project progression
5.0 Experience, Knowledge & Qualifications Required		
	<ul style="list-style-type: none"> Experience of complex projects involving multi-disciplinary teams Strong appreciation of importance of stakeholder engagement, and requisite interpersonal skills to engage with stakeholders Strong appreciation of importance of customer experience Strong ability to produce clear and concise reports Successful track record of development and design in a Transportation (Rail orientated) environment within the context of a professional services provider Qualified in either: PRINCE2, APMP or PMIBOK (desirable) Good general knowledge of the Railway or similar transport industry 	

Safety & Environmental Safety Responsibility Statement

It is the line manager’s responsibility to ensure that the post holder is fully briefed, and responsibilities are clearly understood by the post holder.

This statement must be amended and accepted:

1. Wherever responsibilities are changed;
2. In response to an accident or incident;
3. In response to external changes to Health and Safety and Environmental Legislation; *and/or*
4. Following annual review.

General Responsibilities

Overarching Safety and Environmental Responsibilities are as follows:

1. You must take reasonable care for your own health and safety and of persons who may be affected by your acts or omissions at work;
2. You must co-operate on matters regarding safety and health;
3. You must not interfere with anything provided in the interest of health and safety – for example override safety features of equipment;
4. You must follow the training you have received when using any work items your employer has given you;
5. Tell someone (your employer, supervisor or health and safety representative) if you think the work or inadequate precautions are putting anyone’s health and safety at serious risk;
6. You must support the business in achieving its objectives laid out in its latest Environment & Energy Policy.

* Only applicable for Manager Grades and above.

Further Safety and Responsibilities that apply to all West Midland Trains employees are set out below, in sections which correspond with the West Midland Trains Safety Management system.

You must take reasonable care for your own health and safety, and of persons who may be affected by your acts or omissions at work.

1. Policy, Leadership and Resourcing

- a. You must understand and comply with the Refusal to work on the grounds of health and safety policy.
- b. You are responsible for attending the following safety and / or environmental related meetings:
E.g. Sustainability Action Group, SEMG
List meetings here
 None apply
- c. You must comply with the West Midland Trains policy on the use of mobile phones when driving on company business.

2. Employee training

- a. You must attend the necessary safety and/or environment training courses within 3 months of appointment (or as soon as practicable thereafter).

3. Planned Inspections

- a. You must comply with the procedures which exist to remedy substandard acts and conditions found in the workplace.

4. Accident and incident investigation

- a. You must ensure that all personal accidents and near misses are reported to your supervisor or Control as detailed on the health and safety notice board.
- b. You must ensure that all personal accidents are reported and investigated as detailed in the Accident/Incident Reporting and Investigation standard.

5. Emergency planning and Security

- a. When working at static locations you must ensure that you understand the local emergency plan at each location at which you are required to work. Local emergency plans are detailed on safety notice boards.
- b. You must understand and comply with your obligations regarding security checks, suspect packages, bomb threats and explosions as detailed in the West Midland Trains Occupational Standards Manual.
- c.
- d. You must understand and comply with your obligations regarding security checks, suspect packages, bomb threats and explosions as detailed in the West Midland Trains Occupational Standards Manual.

6. Rules Competencies, Permits and Licences

- a. You will receive an assessment of competence in the rules, regulations and instructions which apply to your post. The initial and subsequent assessments will be given by qualified trainers/assessors. Competence processes will lead to certification. You must ensure that you maintain your own competence in rules, regulations and instructions for the post that you hold.
- b. You must be in possession of the necessary publications, as detailed by your manager or supervisor before you take up your post.
- c. You may be required to drive motor vehicles owned, hired, or leased by West Midland Trains. You must not do so unless in possession of a valid license appropriate to the vehicle being driven. You must be insured to use that vehicle and fully comply with the Authority to Drive procedures, carrying the appropriate authority card.

7. Communications

- a. You must ensure that you attend regular briefings which cover safety and environmental issues.

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- b. You must attend any local job induction training session on your first day at a new location.

8. Auditing and safety Check

- a. You must ensure that substandard conditions found by you in West Midland Trains workplaces are reported to the appropriate line manager or Control without delay.
- b. You must ensure that any practices undertaken that do not align to current policies or standards are reported to your Line Manager or Control without delay.

9. Promotion of Environment & Safety Issues

- a. You must ensure that you are aware of the location and are familiar with the contents of the safety and environment notice board.

10. Health Controls

- a. You must understand and comply with the alcohol and drugs policy as detailed in OCC-205 Alcohol and Drugs and other policy documents.
- b. You must understand and comply with the standard for Control Of Substances Hazardous to Health (COSHH).
- c. You must understand and comply with the standard for Control of Asbestos.
- d. You must understand and comply with company standards for management of cases of occupational ill health.
- e. You must understand and comply with the standard for Staff Care and Support System (SCASS).

11. Personal Protective Equipment (PPE)

- a. You are responsible for wearing the required PPE as directed by the local manager or supervisor when visiting locations where it is required.
- b. You will be issued with PPE on a personal basis.

12. Purchasing, Procurement and Management of Contractors

- a. You must understand and comply with the company standards for purchasing, procurement and stores provision as produced by the Head of Procurement.
- b. You must understand and comply with the company standard for managing contractors.

13. Environment

- a. Where your role has an impact on the Environment you must ensure that you are familiar with the contents of all relevant Environmental standards, including but not limited to the Environmental & Energy Management System Manual.

Specific Responsibilities

Your specific safety and environmental responsibilities are set out below, in sections which correspond with the West Midland Trains safety management system.

Safety Responsibility Statement Acceptance

I acknowledge the receipt of the job description and statement of the safety and environment responsibilities associated with my post. I understand these responsibilities, which have been explained to me. Training needs have been identified and agreed.

Signed:		Job title:	
Name:		Location:	
Date:			

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