

Post Details			
Post Job Title:	Platform Extensions and Infrastructure Project Manager	Reports to Job Title:	Head of Strategic Planning
		Function:	Transition & Projects
Location:	134 Edmund Street Birmingham	Location:	Birmingham
Grade:	PM2	Safety Status:	Non-safety critical
1.0	Purpose of the Job		
	Responsible for detailed project management of platform extensions as specified in committed obligation 24.2, working within the Strategic Planning Unit as part of the Transition & Projects Directorate.		
2.0	Key Accountabilities		
2.1	Management of contractor		
2.2	Liaison with Network Rail and management of Asset protection Agreement		
2.3	Regular meetings with contractor and Network Rail, representing West Midlands Trains		
2.4	Support the Strategic Planning Unit with regular updates and reporting on schemes.		
2.5	Attending industry meetings as required for any WMT-sponsored platform extension and infrastructure schemes.		
2.6	Site visits as required, potentially out-of-hours		
2.7	Produce regular, accurate reports		
3.0	Role dimensions		
Financial			Staff
Direct: Management of scheme costs to WMT			None
4.0	Main Contacts (External/Internal)		
Contacts	Frequency	Purpose	
Project Manager CP6-7	As required	Update on project statuses and action plans, as appropriate.	
Head of Strategic Planning	As required		
Operations Timetable Specialists	Daily		
Strategic Planning Unit Staff	Daily		
External Bodies - DfT, WMR, HS2, TfL, Network Rail C&C (MKC), LNW Route sponsor & IP 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 civil engineering projects involving multi-disciplinary teams • Knowledge of West Midlands and WCML geography, routes and service plans • Strong appreciation of importance of stakeholder engagement • Strong appreciation of importance of customer experience • Ability to produce clear and concise reports 		

* Only applicable for Manager Grades and above.