**Class 730 Joint Project Manager Job Description**

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| 1. Basic Details | | | |
| 1. **Job Title:** | Class 730 Joint Project Manager | 1. **Department/ Team:** | Transition & Projects |
| 1. **Reports to Job title:** | Head of Franchise Projects | 1. **Location:** | 134 Edmund Street, Birmingham |
| 1. **Grade\*:** | PM3 | 1. **Safety Status\*:** | Non-Safety Critical |
| 1. Role Deliverables | | | |
| 1. **Job Purpose\*:**   *A summary to explain what the role exists to achieve.* | To develop, direct and manage the project that delivers the Bombardier Aventra trains into service; on time, fit for purpose and in budget. Liaising with all key stakeholders both external and internal to ensure all milestones are identified and delivered. | | |
| 1. **Main Responsibilities\***   *The main areas in which the job must get results and the end results required.*  *List in priority order.* | *Primary Objectives*   * Align the Bombardier provided plan with the overall new trains programme plan to ensure all ramifications of delivery performance are reflected in all arms of the new trains programme – both out of the Bombardier project and into it. * To direct and provide oversight of the technical and commercial verification of the Aventra trains * Provide formal acceptance of standards with Bombardier, by managing the new fleet approval process * Work with other new trains team members to ensure all aspects of the trains introduction and subsequent operation are successful and a smooth seamless transition is afforded. * Informing the manufacturer of changes to the project in a timely a manner. * Reviewing and agreeing variations to the supply contract, that aligns with WMT business needs and delivers trains on time, in budget. * Agree with the Manufacturer the test plan and test programme to align with approvals and successful introduction into service.   Key Accountabilities:   * Manages the Manufacturer in accordance with MSA and PMA * Manages the customer team supporting the Manufacturer * Coordinates on Infrastructure changes needed for the train with Infrastructure workstream * Coordinates with depot Infrastructure needed for the train maintenance * Coordinates with TSA project manager on handover of trains from manufacture to everyday operation * Report back to Corelink and WMT on progress * Maintains a Risk register of the project * Coordinates input into design reviews * Supports manufacturer supplier with compatibility and Homologation * Arranges payments associated with key milestones * Manages Project Management budget related to MSA * Work with Ops and Customer Experience teams to ensure smooth transition into service * Reporting through risks and mitigation to the risk meeting * Reporting progress, challenges and inhibitors through Head of Franchise Project to ensure WMT Directors can make timely interventions as required | | |
| 1. **Scope of Accountability\*:**   *The degree of autonomy given to the post-holder to take initiative, take independent actions. The level depends upon direction and guidance by policies, levels of supervision.* | The post holder is expected to be a self-starter and work with autonomy in response to project needs. Regular check ins are expected and will be facilitated by the Head of Franchise Projects. | | |
| 1. Role Dimensions | | | |
| 1. **Direct Reports:**   *How many direct reports, their Job Title & grade?* | Project Engineer  Other project resources as required | | |
| 1. **Resources\*:**   *Help to describe the scale of the job. This may include direct budget/revenue responsibilities, data and records, size of projects, markets, products etc.* | £5m Project Management Budget | | |
| 1. **Scope of Challenges\*:**   *The level of thinking challenge to define and solve problems, guided by direction or compliance to regulations.* | The Project is required to meet all mandatory governance artefacts, including cost, time and quality tolerances. | | |
| 1. **Scope of Influence\*:**   *Key internal & external stakeholders and the nature of the relationships.* | |  |  |  | | --- | --- | --- | | **Contacts** | **Frequency** | **Purpose** | | Working with WMT Directors and their teams | Daily | Obtain or supply the necessary communications and updates of new train programme activity. | | Working with all new trains programme team managers and their support teams | Daily | To build a comprehensive and reliable picture for communications | | | |
| 1. Role Requirements | | | |
| 1. **Essential Role requirements\*:**   *This covers all technical, specialist, procedural, organisational knowledge and experience, qualifications. Consider how these are acquired and the level of competency required to perform the role effectively.* | |  |  | | --- | --- | | **Technical** | **Behavioural** | | Degree educated in a science/engineering discipline; or significant rail engineering commercial leadership experience. | Good communication skills, fluent spoken and written English; | | A Senior Manager/Director grade person, capable of discussions and presenting ideas at the most senior levels in business.  Similar to Manager/Senior consultant level if from a consultancy background | Able to work with people from all disciplines, coordinating and extracting information from sometimes technical areas; | | Expert level in MS Excel; | Discipline in consistently applying and enforcing the good modelling practice and Group standards. | | Experience in project work with tight deadlines and ambitious targets | Ability to work under high pressure and challenging deadlines | |  | Full-time availability, possibly also during late hours (especially towards the end of the project) | | | |
| 1. **Desirable Developments in role\*:**   *List the knowledge, skills, experience, qualifications and competencies that are desirable or where an individual could develop in the role to become fully competent.* | * Member of appropriate professional association(s) | | |
| 1. Working Environment | | | |
| *This* *covers both people related behaviour, and environmental working conditions.* | The Joint Project Manager is based in 134 Edmund Street but will need to spend time at the Bombardier site in Derby as required. The role will also include travel is expected to sites around the WMT Network and to sub-supplier to Bombardier. | | |

*WMT is committed to ensuring fairness and equality of opportunity. Please ensure that the key skill requirements above can be measured /demonstrated and avoid listing personal attributes e.g. dynamic, enthusiastic, passionate etc, as these may isolate certain individuals. For further support please see additional line manager guidance below*

## Review

This statement will be reviewed annually.

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| Date Due: |  | Date Reviewed: |  | Post Holder Signature: |  | Line Manager Signature: |
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**Date issued: December 2019**