

**Job Holder:** Junior Project Manager – Standard

**Reports to:** Head of PMO

**Grade:** FTC/PERM

**Safety Status:** Non- safety critical

**Date version agreed:** Draft 09/04/18

---

### 1. Job Purpose

- Create and maintain all relevant Project plans to effectively steer Project through to end delivery (including resource plans) and ensure they are agreed with the Project Sponsor. Estimate, schedule, plan, track and control tasks throughout the Project lifecycle including tasks assigned to Project team members

### 2. Safety Details

- |  |                          |    |
|--|--------------------------|----|
| <b>A.</b> This job requires <b>Security Clearance</b> (e.g. Running of Special Trains)   | <input type="checkbox"/> | NO |
| <b>B.</b> The job holder is required to hold a relevant <b>Track Safety</b> competence (e.g. PTS)  | <input type="checkbox"/> | NO |
| <b>C.</b> This is a <b>Safety Critical Work Post</b>   | <input type="checkbox"/> | NO |
| <b>D.</b> This is a <b>Key Safety Post</b>   | <input type="checkbox"/> | NO |
| <b>E.</b> Reference to this job is included in West Midlands Train's <b>Safety Certification</b> documents                                 | <input type="checkbox"/> | NO |
| <b>F.</b> This job <b>Manages Employees</b> (undertakes specific tasks indicated in the occupational & operational standards manuals)      | <input type="checkbox"/> | NO |
| <b>G.</b> This job <b>Manages Locations</b> (undertakes specific tasks as indicated in the occupational and operational standards manuals) | <input type="checkbox"/> | NO |

### 3. Dimensions

#### A. Financial:

- Support delivery strategy and procurement as agreed by Transition & Projects Director and in conjunction with Group procurement activity
- Control and manage delivery through the creation and maintenance of appropriate Project control mechanisms including Risk and Issue Registers
- Take accountability for the financial planning, control and budgetary commitments within the agreed Project Budget or tolerances. Ensure that any deviations are identified early and managed and controlled appropriately

**B. Staff:**

- n/a

**C. Others:**

- Represent West Midland Trains and Abellio interests in meetings with external companies and organisations as required
  - IT and Business Project Stakeholders in WMT, Group IT, suppliers
- 

**4. Key Accountabilities****Specific Project delivery tasks will include:**

- Define project requirements and scope
- Support the project initiation stage to secure approval of the business case.
- Mobilise the project and project team in alignment with the WMT Project Management system.
- Define/deliver procurement and contracting strategies
- Manage contracts with third parties.
- Support management of supply chain procurement
- Identify and manage key stakeholders through appropriate communications
- Develop a delivery schedule aligned to target dates
- Implement appropriate project governance arrangements.
- Regular monitoring and control of the project throughout the delivery phase
- Close out of the project in line with the WMT Project Management system

**Planning & Delivery**

- Create and maintain all relevant Project plans to effectively steer the Project through to end delivery (including resource plans) and ensure they are agreed with the Project Sponsor. Estimate, schedule, plan, track and control tasks throughout the Project lifecycle including tasks assigned to Project team members
- Create Project delivery strategies to manage key areas around communication, risk management and information management. Ensure these are clearly articulated in a PID (Project Initiation Document) or Project Mandate)
- Ensure plans are aligned to WMT system standards. Where deviation is valid, ensure this is fed into an updated strategy/framework.
- Ensure that there is a smooth and seamless transition of the Project's outputs into the Business as Usual environment. Ensure that transition plans are represented fully in a Project EPR (End Project Report) and performance to Project benefits are identified and realisation is planned
- Be capable of managing and co-ordinating Project workstreams
- Take accountability for the overall quality and integrity of project(s) managed.

**Monitoring & Control**

- Control and manage delivery through the creation and maintenance of appropriate Project control mechanisms including Risk and Issue Registers
- Take accountability for the financial planning, control and budgetary commitments within the agreed Project Budget or tolerances. Ensure that any deviations are identified early and managed and controlled appropriately
- Fully utilise the agreed WMT / Abellio Project Management systems and reporting procedures. Be an advocate for its use continuously demonstrating the value provided and provide support and training for new users of the system

**Controlling Change**

- Take accountability for controlling change ensuring that scope creep is prevented, plans are baselined and maintained and budgets are controlled within authorised levels

- Escalate, as appropriate, barriers to successful delivery or necessary changes, to the appropriate WMT governance level including: Project Sponsor, Head of PMO and Transition & Projects Director.

#### **Communication & People Management**

- Identify, engage and manage key Project stakeholders using Stakeholder management techniques and personal engagement and support
- Manage the Supplier interface so that WMT & Abellio's interests are represented and protected. Ensure that there is a spirit of collaborative working whilst ensuring that Suppliers deliver their commitments
- Inspire and motivate to successfully manage workstream and stakeholders. Provide clear roles and responsibilities included as part of a Project RACI chart.
- Delegate effectively balancing resource capacity and team member suitability
- Provide regular highlight reports ensuring that key information is expressed clearly to the project's stakeholders in a language they understand. Ensure that the information flows from and to Delivery, Management and Directing groups is effective and appropriate

#### **Negotiating & Influencing**

- Negotiate project constraints & conflicts so that all parties feel as they have a positive outcome
- Influence Stakeholder perceptions positively, selling and promoting the positive outputs of the Project
- Influence stakeholders at all levels of the organisation using an appropriate style and approach to the identified audience
- Use problem solving skills and techniques to provide appropriate solutions to Project challenges

---

## **5. Context**

### **A: Operating Environment:**

Working mainly in the HQ Office but not limited to buildings across multiple offices. The role is required to be familiar with operational structure and responsibilities of each function within the company depots and stations.

### **B: Framework and Boundaries:**

Carry out PM support and analysis to meet the business requirements.

### **C: Organisation:**

This post has no direct reports, part of a wider PMO team.

---

## **6. Relationships**

### **A. Reporting lines**

- Direct report to the Head of PMO/Transition & Projects Director

### **B. Other Contacts:**

- Senior managers and the executive team in West Midland Trains.

### **(ii) Outside the Company:**

- Suppliers

---

## **7. Knowledge and Experience**

## **Knowledge & Qualifications**

- HNC / Degree (or equivalent) and / or significant relevant professional experience ideally with membership of a relevant technical body
- Experience in Project Delivery roles
- Awareness of relevant laws, regulations and practices appropriate to the service delivery sector, e.g. British Standards, Railway Group Standards, Network Rail Line standards.
- Qualified in either: PRINCE2, APMP or PMIBOK (desirable)
- Certified member of a professional body – APM, PMI (desirable)
- Good general knowledge of the Railway or similar transport industry

## **Experience**

- Experience of railway or transport improvement projects
- Proven experience of delivering change in a complex business environment
- Experience of developing cogent and compelling Business Cases

## **Skills (including any specific safety critical competencies)**

- Strong service orientation, with a flexible can-do approach
- A self-starter, with the ability to operate within a lean HQ environment, with the ability to switch between strategic and operational activities, while able to direct and influence colleagues in OpCos
- Communicating with business colleagues in a language style they are comfortable with avoiding unfamiliar terms and reference
- Ensure that Project stakeholders are furnished with the appropriate level of engagement to meet and surpass their needs
- Influence Project stakeholders and Team Members to encourage active support and mitigate resistance to Project objectives
- Delegate Project Work Packages effectively so that Team Members are committed and clear on what is required, demonstrating the link to achieving successful project outputs
- Balance Project constraints of time, cost, quality and scope with the ambitions of project stakeholders. Negotiate with Operational leads to ensure that Projects are appropriately resourced and negotiate solutions to conflicts, particularly with supplier partners
- General understanding of the basics Project Finance including ability to forecast effectively, manage change requests and ensure that suppliers are paid promptly and in accordance with financial procedure
- Manage conflicts between stakeholders, project delivery representatives ensuring that Project objectives are protected whilst fostering a positive and non-adversarial working environment
- Promote project objectives, encourage positive relationships, support effective team work, raise morale and empower and inspire individual Project Team members
- Fluency in English
- Excellent written, verbal and presentation skills as well as being able to communicate at all levels within a large complex environment
- Customer-focused and able to meet customer demand for sector knowledge and expertise.

## **Key Behavioural Indicators**

### **Genuine**

- Interactions with all WMT and occasionally Abellio Group staff, as well as Bus and some TOCs, characterised by a personable, open, supportive and challenging style

### **Professional**

- Takes ownership of project objectives and relishes personal and team accountability
- Demonstrates a high degree of professionalism, delivering against project objectives

### **Proactive**

- Demonstrates role model leadership aligned to Abellio values and behaviours
- Considers all aspects of the initiative including people, culture, and processes, commercial and technical aspects
- Creates a positive image of the project and the project team with a reputation for effective delivery

### **Inclusive**

- Utilises effective stakeholder management and engagement practices. Ensures project stakeholders are fully engaged

**8. Job Challenge(s):**

- Understanding the responsibilities of the Train Operating Company, Network Rail and Third Parties when it comes to attending depot's and stations.
- To be flexible and adaptable to wide variety of related tasks required to be completed. This is normally a 9-5 role but requires some flexibility to enable the delivery of key milestones out of hours or at week-ends.

**7. Sign off**

**Job Holder:**..... **Date:**.....

**Manager:**..... **Date:**.....

**Nominated Deputies**

If this is a KEY SAFETY POST (2D is "checked") a Nominated Deputy must be identified. The job holder must ensure that the Nominated Deputy receives a copy of, and is briefed on, this Job Description.

**Job title of**

**Nominated Deputy:** .....

**Name of Nominated Deputy:** .....

**Signature of Nominated Deputy:** .....

**Date:** .....

As the Nominated Deputy for this post, I confirm that I have been briefed on the requirements of this job. If there are more Nominated Deputies they should sign further copies of this Job Description.

## 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.

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.
- 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:			

I have explained the Safety and Environmental Responsibilities associated with the role of *(insert role title)* to the role holder and am satisfied that they understand these responsibilities. Training needs have been identified and timescales for such training have been identified.

Signed:		Job title:	
Name:		Location:	
Date:			

**Review**

This statement will be reviewed annually.

Date Due:                      Date Reviewed                      Post Holder Signature:                      Line Manager Signature:

---

.....

.....



