

**JOB TITLE: Project Manager – Depot Enhancements**

**Job Description**

**Reports to: Head of Franchise Projects**

**Grade: PM2D Level 2**

**Safety Status: Safety critical**

**Date version agreed: August 2020**

**1. Job Purpose**

To ensure the successful delivery of specific Depot Facility Enhancement projects to time, cost, and quality in accordance with the West Midlands Train governance and project lifecycle.

To ensure that the project outcomes and benefits align with WMT business strategy and the franchise agreements.

To act as the key person to advise and guide depot projects with regards to engineering and associated facilities

**2. Safety Detail’s**

A; This role requires security clearance (for e.g. running of special trains) YES

B; This role is required to hold relevant Track Safety Competence (PTS) YES

C; This is a Safety Critical Work Post YES

D; This is a ‘Key Safety Post’ NO

E; Reference to this post is included in the Company Safety Certification documents NO

F; This role manages employees (undertakes specific tasks indicated in the occupational & operational standards manuals) YES

G; This role manages locations (undertakes specific tasks indicated in the occupational & operational standards manuals) YES

**3. Dimensions**

**A. Financial: No direct or indirect financial responsibilities.**

**B. Staff: No Direct Reports**

**4. Principal Accountabilities**

* Liaise with the relevant Depot scheme project managers to ensure project requirements include all relevant engineering needs and are agreed with the Project Sponsor(s)
* To set the strategy and direction for allocated infrastructure programme ensuring successful delivery to time, cost and quality of all Franchise Projects ensuring the intended outcomes, benefits, and strategic objectives of WMTs business are achieved.
* To lead the procurement strategy and process for Phase 2 of the Tyseley Enhancement works.
* To lead the relationship with all main contractors dealing with enhancement works at Tyseley Depot.
* To provide leadership ensuring 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).
* To lead and provide a first point of contact for effective working relationships with all stakeholders (internal and external) working in a positive and collaborative manner. The relationship with the Tyseley depot team is a key focus for this role.
* 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.
* Provide leadership and direction to the Technical Advisors including but not limited to fleet, property, safety, and IT in the development of designs and client requirement specification as appropriate.
* Develop robust project plans, RAID logs, and provide input to the “Pillars” process to support the project and to comply with WMT internal Project Governance.
* Produce progress / board reports as required by the WMT business and represent the project at periodic programme review meetings.
* Participate in the sharing of project management best practice across the Transition & Project Directorate and the wider WMT business.

**5. Context**

**A: Operating Environment:**

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 DMU Depot Strategy Manager.

**B: Framework and Boundaries:**

The Project is required to meet all mandatory governance artefacts, including cost, time, and quality tolerances.

**6. Relationships**

**A: Reporting lines – Reports to Head of Franchise Projects.**

**B: Key Stakeholders -**

|  |  |  |
| --- | --- | --- |
| **Contacts** | **Frequency** | **Purpose** |
| DMU Strategy Manager | Daily | Update on project status and action plans, as appropriate.  |
| Tyseley Engineering Manager | Daily |
| Head of Franchise Projects  | As required |
| Transition & projects Director | As Requested, |
| Tyseley Depot Management Team | Daily | Interface issues with Depot  |
| 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 |

**7. Knowledge and Experience**

**Essential -**

• Experience of strong leadership skills within a previous rail environment

• Experience of leading the project Management of complex projects involving multi-disciplinary teams

• Experience of managing and maintaining depot facilities

• Experience and a strong appreciation of importance of stakeholder engagement, and requisite inter-personal skills to engage with stakeholders at all levels

• Strong appreciation of importance of customer experience

• Strong ability to produce clear and concise, written reports for use by Executive and Board colleagues

• Successful track record of development and design in a Transportation (Rail orientated) environment within the context of a professional services provider (Preferable in a Depot environment)

• Excellent knowledge of the Railway structure/hierarchy that WMT operate Experience of working within a busy, railway operating environment whilst delivering a complex project.

**Desirable –**

* Ability to communicate at all levels of an organisation
* Ability to understand depot operating requirements and model changes
* Qualified in either: PRINCE2, APMP or PMIBOK
* Certified member of a professional body – APM, PMI

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

* Risk of Depot not being able to maintain new units and service being affected
* Risk of trains not being fuelled
* Risk of Health and Safety issues on site

**9. Additional Information**

The role is based at Tyseley Depot in Birmingham, with some limited opportunities for home working.

**10. Sign off**

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