

## Role Profile

**Title:**

Project Manager –  
Integrated and Smart Travel

**Contract:**

Fixed term March 2020 /  
Secondment (public sector  
bodies only)

**Reports to:**

Tranche 2 Senior Project  
Manager – Integrated and  
Smart Travel

**Location:**

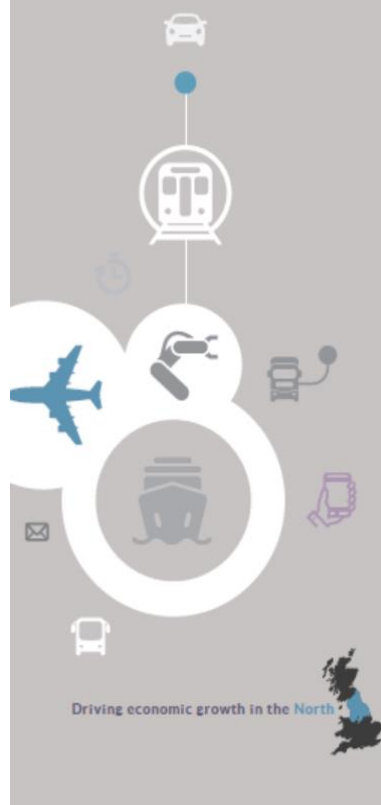
Based in Leeds, but with  
the regular requirement  
to work from our office in  
Manchester.

**Role Purpose:**

*Manage the development and delivery of Integrated and Smart Travel programme and projects to time, budget and quality standards in compliance within agreed project management standards and procedures.*

**Responsibilities:**

<b>Key Role Outputs (KRO's)</b> <i>What must be achieved for the post holder to be successful in the role</i>		<b>Key Actions</b> <i>How the KRO's will be achieved – the activities required</i>
<b>1.</b>	<b>Programme management of the Integrated and Smart Travel work-stream in compliance with agreed procedures and guidelines.</b>	<ul style="list-style-type: none"> <li>Under the direction of the Tranche 2 Senior Project Manager - pro-actively support programme management of the Integrated and Smart Travel work-stream to time and budget.</li> <li>Ensure compliance with all agreed procedures and compliance with all procurement, standing orders, financial regulations, relevant legislation and other statutory requirements.</li> <li>Actively contribute to the development of the PMS function and organisational procedures.</li> <li>Lead on the delivery of the intended deliverables, timelines and outcomes of identified customer information and innovation initiatives as part of Tranche 2 of the IST programme.</li> </ul>
<b>2.</b>	<b>Apply an understanding of TfN's project and programme management standards and procedures in the areas of work assigned.</b>	<ul style="list-style-type: none"> <li>Fully engage in all development and delivery activities as and when directed.</li> </ul>
<b>3.</b>	<b>Ensure that appropriate Project Execution Plan (PEP) and Programme Plan information required for each designated project are put in place.</b>	<ul style="list-style-type: none"> <li>Ensure PEPs and Programme Plans are initiated and kept up to date for each project including risk and issue management.</li> <li>Review progress by activity ahead of weekly and monthly progress meetings and identify delivery risks, opportunities and potential mitigation</li> </ul>
<b>4.</b>	<b>Projects and programmes meet agreed Project Execution and Programme Plan and stakeholder needs established by PMS</b>	<ul style="list-style-type: none"> <li>Manage, and continuously monitor, the identified initiatives as part of Tranche 2 to ensure satisfactory progress and consistent delivery of projects aligned to the agreed funding, outputs and timescales for those projects.</li> <li>Work closely with IST Programme stakeholder management work stream to proactively manage stakeholder needs and expectations in relation to projects / programmes.</li> <li>Ensure problems and issues are effectively resolved.</li> </ul>





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<b>10.</b>	<b>Secure and manage budgets necessary to progress project(s) and programmes to next stage in PMP.</b>	<ul style="list-style-type: none"> <li>Obtain accurate cost estimates so as to enable schemes / programmes to be progressed through various technical design and implementation stages, seek internal and external (as appropriate) approval to these budgets. Undertake accurate monthly project reporting including costs, funding, schedule and risks and issues.</li> </ul>
<b>11.</b>	<b>Assist in people management</b>	<ul style="list-style-type: none"> <li>Assist I'm the management of project assistants, internal staff and consultants working with you as directed</li> </ul>

<b>Compulsory Outputs (CO's)</b> <i>What must be achieved for the post holder to be successful in the role</i>		<b>Key Actions</b> <i>How the CO's will be achieved – the activities required</i>
<b>1.</b>	<b>Ensure you comply with all applicable organisational legislation and policy:</b>	<ul style="list-style-type: none"> <li>TfGM/TfN's Safety Management System (In particular section SMS 201 Roles and Responsibilities)</li> <li>Dignity at Work policy;</li> <li>Risk management</li> <li>TfGM/TfN policies and procedures</li> <li>Equality and diversity legislation</li> <li>TfGM/TfN's Vision &amp; Values</li> <li>Act in accordance with TfGM's/TfN's behaviours and competencies</li> </ul>
<b>2.</b>	<b>Any other reasonable duties as required from time to time</b>	<ul style="list-style-type: none"> <li></li> </ul>

<b>Key Interdependencies:</b>	
<b>Key Contacts</b>	<ul style="list-style-type: none"> <li>Programme Director and Executive Sponsor</li> <li>Department for Transport</li> <li>National Agencies including Highways England, Network Rail and Office of Road Regulator</li> <li>TfN Executive Board &amp; Partnership Board</li> <li>TfN's Central Programme Management team</li> <li>Transport operators</li> <li>Local Transport Authorities</li> <li>Open data users</li> </ul>
<b>Direct reports</b>	<ul style="list-style-type: none"> <li>Senior Project Manager</li> </ul>
<b>Budgetary responsibility</b>	<ul style="list-style-type: none"> <li>Specific project and programmes as defined</li> </ul>

## Person Specification

<b>Knowledge, skills and experience required at selection stage:</b>	
<b>E</b>	<b>Essential Experience:</b>
<b>E1</b>	Demonstrable post qualification experience of successful management of related projects and programme
<b>E2</b>	Ability to work to tight deadlines and meet funding and operational targets

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<b>E3</b>	Ability to successfully manage multiple projects simultaneously using project management techniques
<b>E4</b>	Good presentational skills evidenced by attending and presenting to public meetings, project exhibitions, consultation events or similar
<b>E5</b>	Ability to compile clear and concise technical and non-technical reports for a range of political, professional and lay-person audiences
<b>E6</b>	Financial awareness and knowledge of cost management
<b>E7</b>	Experience of dealing with projects that impact on the general public and other multiple stakeholders
<b>E8</b>	Proven experience of successful partnership working with a range of third parties
<b>E9</b>	Ability to work in partnership and make positive contribution to work teams
<b>E10</b>	Demonstrated commitment to manage and review work programme on a regular basis.
<b>E11</b>	Previous line management experience
<b>EC</b>	<b>Essential Behavioural Competencies:</b>
<b>EC1</b>	<b>Cultivates Innovation</b> - <i>Creates new and better ways for the organisation to be successful</i>
<b>EC2</b>	<b>Ensure Accountability</b> - <i>Holds self and others accountable to achieve results, even under challenging circumstances</i>
<b>EC3</b>	<b>Collaborates</b> - <i>Builds partnerships and works collaboratively with others to meet shared objectives</i>
<b>EC4</b>	<b>Instils Trust</b> - <i>Gains the confidence and trust of others through honesty, integrity and authenticity</i>
<b>EC5</b>	<b>Financial Acumen</b> - <i>Interprets and applies understanding of key financial indicators to make better business decisions</i>
<b>EC6</b>	<b>Manages Complexity</b> - <i>Making sense of complex, high quantity, and sometimes contradictory information to effectively solve problems</i>
<b>EC7</b>	<b>Action Orientated</b> - <i>Taking on new opportunities and tough challenges with a sense of urgency, high energy, and enthusiasm</i>
<b>EC8</b>	<b>Values Differences</b> - <i>Recognising the value that different perspectives and cultures bring to an organisation</i>
<b>EC9</b>	<b>Communicates Effectively</b> - <i>Developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences</i>
<b>EC10</b>	<b>Self-development</b> - <i>Actively seeking new ways to grow and be challenged using both formal and informal development channels</i>