

Midland Metro Limited (MML) – Project Manager

Post Title:	Project Manager
Department:	Engineering - Infrastructure
Location:	Midland Metro Ltd, Wednesbury Depot, Potters Lane, WS10 0AR
Reporting to:	Infrastructure Engineering Manager
Direct Reports:	None
Role Purpose:	<ul style="list-style-type: none"> • To support Midland Metro Ltd.'s mission which is to provide a safe and secure, reliable and sustainable tram service. • To manage MML engineering projects ensuring they are completed on budget and to schedule and meet the project needs with all relevant assurance and documentation
Role Responsibilities:	<ul style="list-style-type: none"> • Working with the project originator, identifying, and defining the project objectives, establishing the project gateways, identifying the baseline for the costs, programme and outputs and recording this information in the Project Initiation Document (PID) • Ensuring effective delivery of the project through partnership working and best practice. • Identifying the appropriate resources required to deliver the project objectives and ensuring that they are in place. Establishing the work packages required and the detailed programme. • Ensuring that projects are set up and delivered in accordance with the PID. • Participating in the procurement process through preparation of procurement documentation and evaluation of bids • Establishing and managing project risk register • Tracking and monitoring progress against the project time plan and putting mitigations in place where progress deviates from the baseline. • Setting up and managing payment milestones, and tracking, monitoring, and controlling project costs • Managing changes to project cost and schedule within the MML governance arrangements • Ensuring that project documentation is produced in accordance with the project plan and to the required standard. • Managing the Asset Transfer Process on behalf of MML • Ensure that the contractor provides a comprehensive Health and Safety File to a high standard. • Ensuring that the contractor has in place the necessary Quality, Health, Safety & Environmental plans for each project. • Reporting of incidents to the QHSE Manager and participating in or leading incident investigations. • Ensuring that project management best practice is identified and utilised through the project delivery process.

	<ul style="list-style-type: none"> • Preparing reports on project progress for stakeholders • Assisting in the procurement of consultants and/or specialists who may be required in delivery of projects. • Ensuring that Lessons Learnt as part of the Post Project Review are captured and applied as appropriate in the development and delivery of future schemes. • Developing and mentoring Project Managers and Assistant Project Managers within the Project Management Team. • Working outside normal office hours on occasion to meet work deadlines and support activities that cannot be delivered in office hours. • Any other duties that are appropriate to the role.
Training:	<ul style="list-style-type: none"> • Personal track safety • Competencies appropriate to the role
Health & Safety:	<ul style="list-style-type: none"> • To be aware of your personal security and the security of your vehicle or place of work • To comply with health and safety instructions and directives issued by management. • To wear Personal Protective Equipment where applicable and report any loss. • To refrain from the wilful misuse or interference with anything provided in the interests of health, safety, and welfare. • To refrain from any action that might endanger themselves, other employees, customers, or members of the public. • To ensure that all necessary safety precautions are taken and, if they are in a management or supervisory position ensure that instructions are provided. • To report immediately any accidents, incidents or near misses to your line manager as soon as possible and always within 24 hours. This should include both personal injury and vehicle damage. • To cooperate with your employer in attending and actively participating in any health and safety related training courses as required. To report immediately any hazard, faulty equipment or health and safety concern to your line manager and ensure action is taken to make the hazard safe i.e., fencing them off, using signs etc
Decision Making Authority:	<ul style="list-style-type: none"> • Within the boundaries of the project baseline • Within the MML governance arrangements for change0
People Management:	<ul style="list-style-type: none"> • Management of contractors as and when required. • To work effectively as a member of the Engineering team • To work collaboratively and collectively with and across multi project teams
Legislation & Compliance:	<ul style="list-style-type: none"> • In common with the whole rail industry, the successful applicant will be required to pass a stringent drugs and alcohol test.

Person Specification – Project Manager

Tasks:	Level of Experience	Desirable Or Essential
Work Experience:	<ul style="list-style-type: none"> • Working as a member of a team • Effective decision-making • Proven track record in delivery of complex projects to time and budget. • Ability to effectively manage / oversee multiple projects prioritising works as appropriate. • Experience and able to demonstrate a strong capability for the following: <ul style="list-style-type: none"> ○ Identifying, managing, and mitigating project risks. ○ Managing project budgets and producing robust cost forecasts. ○ Producing project status reports to satisfy both internal and external reporting requirements. ○ Producing detailed project plans applying the principles of work breakdown structures and critical path analysis. • Ability to manage conflict, bringing together opposing viewpoints to arrive at a mutually agreeable solution. • Comprehensive knowledge of current Health, Safety and Environmental practices, procedures, and legislation. • Demonstration of strong commercial awareness through adherence to contract terms and conditions • Experience in rail or light rail • To hold a full UK driving Licence 	Essential Essential Essential Essential Essential Essential Essential Essential Desirable Essential
Education:	<ul style="list-style-type: none"> • Degree or equivalent. • Membership of a relevant professional body • MSP Practitioner. • PRINCE2 Practitioner. • IPMA Level D Qualification in Project Management 	Essential Desirable Desirable Essential Desirable
Managing People:	<ul style="list-style-type: none"> • Experience of leading others, and ability to directly manage contractors. • Experience of managing people to ensure deadlines are achieved 	Essential Essential
Communication:	<ul style="list-style-type: none"> • Excellent interpersonal skills, able to communicate effectively at all levels within and outside the company. • Excellent written and verbal communication skills 	Essential Essential
Additional Qualities:	<ul style="list-style-type: none"> • A flexible approach to working hours. • Ability to use own initiative. • Excellent attention to detail, including making accurate records either computer or paper based • Thinking and reasoning skills • Proven experience of working to tight deadlines and challenging environments. 	Essential Essential Essential Essential Essential

Personal Attributes:	<ul style="list-style-type: none"> • To be trustworthy • To be reliable and punctual • Can comfortably work within a team or on their own • Able to represent MML in a professional manner at all times. • Good Interpersonal Skills. • Strong Leadership Skills. • Ability to work under pressure whilst maintaining project performance. • Exhibit a high degree of pro-activity and creative thinking when faced with challenges requiring a resolution. • Ability to develop people. • Ability to undertake strategic thinking, contribution to the strategic direction of the projects function. • Political Awareness and the ability to manage potentially delicate situations. 	<p>Essential Essential Essential Essential Essential Essential Essential Essential Essential Essential Essential Desirable Desirable</p>
Driving through Change:	<ul style="list-style-type: none"> • Keeping up to date with and promoting industry best practice 	<p>Essential</p>
Drugs & Alcohol	<ul style="list-style-type: none"> • To undertake drugs and alcohol testing in line with current company procedures and policy 	<p>Essential</p>