



<b>JOB DESCRIPTION</b>	
<b>Role</b>	<b>Transport Programme Manager</b>
<b>Reports to</b>	<b>Assistant Director, Transport</b>
<b>Direct Reports</b>	<b>N/A</b>
<b>Directorate</b>	<b>Place and Connectivity</b>
<b>Department</b>	<b>Transport</b>
<b>Pay Grade (Pay Award 25/26 Pending)</b>	<b>Hay 7</b>
<b>Job Purpose</b>	
<p>The Cambridgeshire &amp; Peterborough Combined Authority was established as a Mayoral Combined Authority to make life better, healthier, and fairer for all.</p> <p>As the Combined Authority refines its strategic focus for 2025, much of its original purpose and ambition remains firmly in place. However there is now an increased emphasis on addressing post-pandemic challenges, alongside the more recent impacts of the climate crisis, energy instability and the rising cost of living.</p> <p>This strategy signals a transition from the original devolution and broad ambition of the Combined Authority to a more focused strategic ambition and defined priority areas enabling a prosperous Cambridgeshire and Peterborough region; one that is more equitable, more environmentally sustainable, and securing good growth for its residents and businesses.</p> <p>The role is responsible for overseeing the development and delivery of an ambitious range of major transport projects and performing a strategic client function. The Transport Programme Manager will be working as part of the Transport Team, reporting to the Transport Director.</p> <p>Key projects currently under development include upgrades to the A47 and A10, substantial improvements to Ely area rail and a new station at Cambridge South.</p>	
<b>Key Responsibilities</b>	
<ul style="list-style-type: none"><li>• Provide leadership and oversight in the successful delivery of an agreed set of ambitious transport and infrastructure projects in line with the Authority's wider objectives and aspirations. These projects will typically be delivered via public and private sector partner organisations, spanning the entire project lifecycle from feasibility and business case development through to design and construction</li><li>• Drive high quality project planning discipline and outcomes across projects ensuring individual phase/workstream plans are synchronised into an integrated programme level plan</li><li>• Work closely with the project team and workstream managers to manage risks and issues, ensuring project level risks, issues and dependencies are escalated to programme level where appropriate</li><li>• Ensure cross project dependencies are co-ordinated, managed and visible.</li><li>• Drive activity progress and completion across workstreams and phases to ensure key milestones are met on time and within budget</li><li>• Lead and manage effective stakeholder engagement</li><li>• Lead appropriate communication and reporting to ensure alignment, mitigation management and progress across teams and stakeholders</li></ul>	



- Proactively support the political governance of the Authority through member engagement, briefings and reporting
- Ensure compliance with the Authority's monitoring and evaluation framework
- Work collaboratively across the Authority's teams to ensure co-ordinated and coherent delivery
- Deliver continuous improvement and high-quality governance across the project, in particular ensuring that the Project Board functions smoothly and effectively
- Act as an ambassador for the Authority, promoting the interests of the sub-region in local, regional and national forums and raising the profile and reputation of the Authority
- Contribute towards the development and delivery of the Authority's transport policies and strategies
- Undertake other duties as may, from time to time, be allocated commensurate with the seniority and qualifications of the post

### **Partnerships**

Work in partnership with directors, delivery partners and national and local public-sector organisations to coordinate delivery of the CA's portfolio of programmes/priorities including:

- Partner organisations – the constituent local authorities and the Greater Cambridgeshire Partnership
- National Government and Institutions – developing productive relationships that work for the region with national agencies and departments including the Ministry for Housing, Treasury, Department for Transport, Network Rail and Highways England
- Local Public Service Organisations – including Local Authorities, Health, Police, Fire, Universities and Colleges within the area, managing partnerships supported by a shared strategic agenda.

## **PERSON SPECIFICATION**

### **Qualifications & Knowledge**

- Degree level or equivalent standard of general education
- Professional qualifications, such as IEng, CEng, TPP, APM, or equivalent level by experience
- Excellent programme management and strong organisational skills are fundamental, as is the ability to liaise with people at all levels of the organisation.
- Significant experience of programme delivery/assurance
- Ability to manage a range of programme/projects types and complex business initiatives/programmes
- Successful track record of managing and delivering programmes which cross organisation and service boundaries
- Strong programme discipline in delivery and assurance including resource management, risk management, budget management and reporting at all organisational levels
- Strong knowledge of effective outcome-based programme reporting
- Good understanding of performance management frameworks and tools in the delivery of business objectives

### **Experience**



- Strong track record of project planning and delivery on large complex transport projects; able to successfully drive new, complex and/or multidisciplinary projects throughout the full project life-cycle from initiation and scoping to closure with sound commercial and procurement skills. Ideally this experience will extend to both road and rail projects
- Extensive experience in the highways and transportation sector covering areas such as:
  - Transport policy, business case development and strategic transport planning
  - Public consultation and Statutory Consent processes
  - Design development and construction
- Experience of managing projects involving cross functional roles, external advisory and delivery support from other organisations and consultancy services
- Successful track record at management level within an organisation of comparable scope and complexity

### **Behaviours**

- Expansive, creative business thinker – thinks outside ‘tried and tested’ models or approaches
- Exceptional communicator and relationship-builder that generates confidence in colleagues, members, partners and senior business stakeholders
- Acutely political aware – able to assimilate and navigate political contexts with skill
- Highly adaptable - to changing circumstances and demands
- Collaborative – works productively with peers, team and others
- Motivated – driven by personal and organisational achievement

Tenacious, adaptable and focussed individual with board level presence able to deliver under pressure and with multiple conflicting priorities

### **Other**

Full UK/EEC Driving license and/or the ability to travel around the region