

Job Description

Job Title:	Project Officer - Nature
Directorate/Team:	Strategy, Economy and Net Zero
Location:	16 Summer Lane
Salary Band:	TBC
Responsible to:	Project Manager – Nature
Responsible for:	N/A
Key working relationships: (internal)	Other members of the Environment Team, Data & Digital, Finance, Procurement,
Key working relationships: (external)	Local authority officers, environmental NGOs, community groups, academic institutions, consultants

Purpose of the Post

The WMCA's natural environment programme has developed significantly since the production of our first Natural Environment Plan. The Local Nature Recovery Strategy and Local Investment in Natural Capital programme, have identified projects and actions across the region that are at different stages of delivery and investment readiness. This post will provide support to the Nature Projects Delivery Manager and across the natural environment programme to progress project delivery and attract investment and/or grant funding. This will involve working closely with internal and external stakeholders.

Accountabilities

To play a key supporting role in the delivery of the WMCA natural environment programme, working closely with colleagues across the organisation and with external partners.

To contribute to maintaining effective relationships with key regional stakeholders, including local authorities, environmental NGOs (such as Wildlife Trusts), and arm's length bodies (including Natural England and the Environment Agency).

Where grant funding is secured, the postholder may also support reporting and coordination responsibilities with funding bodies as part of the programme's delivery.

Responsibilities

Strategic

- Preparing updates and guidance for project delivery stakeholders in relation to funding opportunities, environmental policy, legislation, and developments in nature markets and green finance.
- Prepare and present quarterly progress reports identifying strategic-level opportunities and issues.
- Working flexibly and proactively, with integrity, to meet the needs of the WMCA and team.

People

Supporting in the delivery of the LNRS, and wider natural environment project opportunities, collaborating with colleagues and working closely with stakeholders as necessary.
- Coordinate stakeholder engagement, including meeting administration as required, including LNRS governance and reporting requirements - Representing the Environment Team and the WMCA at meetings with stakeholders as necessary. - Providing full meeting support to Boards/Groups/Forums that have been established to support project development/implementation of natural environment projects, including those in the LNRS. - Working with internal and external project leads to support project development and implementation activity including compliance and submission processes.
Operational
- Manage the Nature Investment Hub on a day-to-day basis, providing project delivery organisations/teams with focused 1-2-1 project support to get them on the Hub and keep it up to date. - Coordinate ongoing project data requests and quality assure project data submissions from stakeholders. • Ensure project information and status is up to date across the nature project pipeline that feeds into the Nature Investment Hub. - Support with system architecture development of the pipeline framework, assisting the Data & Digital team. - Support colleagues within the Environment Team with delivery of natural environment programme activity relating to LNRS priorities - Support marketing and communications activity for the natural environment programme and delivery opportunities - Identify potential funding sources for projects and supports on any funding bids. - Providing support with engagement of legal, procurement, financial and other advice where identified, including external commissioning as required. - Support colleagues in presenting data and information, in accessible way, on the natural environment programme as required.
Financial
- Working with Environment Team programme colleagues to provide support in managing project budgets, including verification and authorisation of costs, monitoring and reconciliation, budget forecasting and profiling. - Supporting the development of effective financial reporting processes to ensure robust management audit and risk controls are secured - Supporting funding bids by gathering relevant information and drafting bid responses.
Other
- Represent the WMCA in a professional manner. - Undertake such tasks as may reasonably be expected commensurate with the scope and level of the role.

Person Specification					
Candidates/post holders will be expected to demonstrate the following:			Essential / Desirable		How Evidenced?
Experience	E	D	A	I	T

Experience of supporting and coordinating projects and programmes	X		X	X	
Experience of working effectively with a variety of stakeholders to achieve and communicate shared goals	X		X	X	
Experience of dealing with projects that impact on the general public and/or other multiple stakeholders.	X			X	
Experience of developing systems and processes to support project and programme appraisal, implementation and delivery	X		X	X	
Using/interpreting nature policy and guidance	x		x	x	
Compiling, interpreting and reporting on ecological data	x		x	x	
Skills / Knowledge	E	D	A	I	T
Demonstrable understanding of current UK nature recovery policy framework	x		x	x	
Good overall knowledge of our national /regional nature and the issues that affect it	x		x	x	
Strong attention to detail including observational, analytical, and organisational skills.	X		X		
High level numeracy skills inc. budgeting, data analysis, calculations, and trends.	X		X	X	X
GIS/data interpretation		X	X		
Able to effectively communicate with both internal and external customers, communicating technical subject audiences with differing levels of knowledge	X		X	X	
Advanced proficiency in MS Office applications including the ability to write and edit reports and presentations, formatting charts and graphs, managing calendars and scheduling activity	X		X	X	
Effective time management skills and ability to work independently as well as a member of a cross-functional team is essential.	X		X	X	
Ability to manage multiple priorities under pressure, trouble-shoot, and to meet short- and long-term deadlines.	X		X	X	
Qualification / Education / Training	E	D	A	I	T
A good standard of education, including maths and English at GCSE or equivalent level.	X		X	X	
Ideally, a degree in a relevant subject, or equivalent professional qualification and/or experience in a relevant professional field		x	x	x	
Formal project management qualification, such as PRINCE 2 Foundation.		X			

Key: A = Application, I = Interview, T = Testing/Assessment

Core Expectations	
Health, Safety & Wellbeing	All employees have a duty to take reasonable care for the health, safety, and wellbeing of themselves and of other persons who may be affected by their acts or omissions at work; and co-operate with their employer so far as is necessary to enable it to successfully discharge its own responsibilities in relation to health, safety, and wellbeing.
Equality & Diversity	Promote and champion equality and diversity in all aspects of the role.
Learning & Development	Participate in and take responsibility of any learning and development required to carry out this role effectively.

Performance Management	Actively engage in the performance management process and take responsibility for managing performance outcomes.
GDPR	Ensure the reasonable and proportionate protection, processing, sharing, and storing of WMCA information in accordance with the relevant legislation, corporate policies,
	and in the best interests of the data subjects (Data Protection/GDPR), the WMCA, our partners, and the West Midlands, in all aspects of the role.
Adherence to Policies	Be aware of and comply with all organisation policies.
Other	There may be a requirement to work outside normal office hours on occasion, including a requirement to work within stakeholder and partner offices within the WMCA constituent area on a regular basis.

Values

Our culture is underpinned by what we do and how we do it. Our behaviours outline the ways we need to work to deliver success, become truly inclusive, and make the organisation somewhere where everyone can give their best contribution.

Value	Competency	Behaviour
Collaborative	Team Focussed	Works as part of team, managing and leading.
	Service Driven	Customer, resident, and partner focussed.
Driven	Empowered & Accountable	Takes ownership and leads when needed.
	Performance Focused	Ambitious and going the extra mile.
Inclusive	‘One Organisation’ Mindset	Believe in each other’s expertise.
	Open & Honest	We do what we say we are going to do.
Innovative	Forward Thinking	Embrace change and open to new possibilities.
	Problem Solving	Go for clear and simple whenever possible.

Additional Post Requirements

Essential Car User		Politically Restricted Post		Disclosure and Barring Service (DBS)				Vetting	
Yes ☐	No ☒	Yes ☐	No ☒	Basic ☐	Standard ☐	Enhanced ☐	None ☐	Yes ☐	No ☒

Job Evaluation Details

Date Evaluation Agreed	Job Family	Level/Grade	JEP Reference