



Job Description

Job Title:	Project Manager
Directorate/Team:	Portfolio Management Office (PMO)
Location:	16 Summer Lane or other site/location
Responsible to:	Head of Programme - Transformation
Responsible for:	-
Key working relationships: (internal)	Transformation core design team – SRO – Senior Responsible Officer, Organisation Design Lead, Asst. Organisation Design, People & Culture Lead, Project Manager. Wide range of stakeholders and functions.
Key working relationships: (external)	All associated stakeholders supporting Transformation.

Purpose of the Post

To lead the end-to-end delivery of projects within a programme of work, ensuring robust governance, effective planning, and successful implementation of change. The Project Manager will manage delivery through structured PMO frameworks, ensuring alignment to strategic objectives, clear oversight via stage gates, and realisation of measurable benefits.

Accountabilities

- Ensure compliance with programme governance, including stage gates, reporting standards, and assurance processes
- Maintain and actively manage RAID (Risks, Assumptions, Issues, Dependencies) and other associated project logs and reports to support proactive delivery
- Deliver projects in line with agreed scope, timelines, budget, and quality standards within a structured PMO framework
- Maintain strong stakeholder engagement and communication throughout the project lifecycle
- Ensure alignment of project outcomes with organisational priorities and benefits realisation
- Drive high standards of project discipline, consistency, and documentation and promote best practice in project management methodologies and standards

Responsibilities

Strategic

- Ensure projects align with programme objectives and organisational priorities
- Contribute to business cases, project initiation documents (PIDs), and strategic planning
- Support benefits identification, profiling, and alignment to programme outcomes
- Provide insight to programme leadership to inform decision-making and prioritisation

People

- Build and maintain strong relationships with stakeholders at all levels
- Lead and coordinate project teams, ensuring clarity of roles and responsibilities
- Facilitate meetings, workshops, and decision-making forums
- Promote a collaborative, inclusive, and high-performing team environment

Operational

- Develop, maintain, and manage detailed project plans and delivery schedules
- Establish and manage RAID logs, ensuring risks and issues are escalated appropriately
- Lead delivery through stage gate processes, ensuring readiness and compliance at each phase
- Produce high-quality reporting (e.g. status reports, dashboards, highlight reports)
- Manage scope, change control, and interdependencies across projects and programmes
- Coordinate testing, implementation, and transition to business-as-usual
- Ensure all project artefacts and documentation meet PMO standards

Financial

- Develop and manage project budgets, forecasts, and resource plans
- Track and report on project expenditure and financial performance
- Ensure value for money and efficient use of resources
- Support benefits realisation tracking, ensuring outcomes are measurable and reported

Other

- Ensure adherence to PMO methodologies, governance frameworks, and organisational policies
- Drive continuous improvement in project delivery practices and tools
- Contribute to programme reporting, assurance activities, and audits
- Support knowledge sharing and capability development across the PMO function
- Undertake any other duties required to support successful delivery of the transformation programme

Person Specification

Candidates/post holders will be expected to demonstrate the following:	Essential / Desirable		How Evidenced?		
Experience	E	D	A*	I*	T*
Experience delivering projects end-to-end within a structured environment	X		X	X	
Experience working within a PMO or governance-led framework	X		X	X	
Experience managing RAID (Risks, Assumptions, Issues, Dependencies)	X		X	X	
Experience leading cross-functional or matrix teams	X		X	X	
Experience delivering transformation or change initiatives	X		X	X	
Experience in complex or public sector environments	X		X	X	
Experience of working effectively with a variety of stakeholders to achieve and communicate shared goals	X		X	X	
Skills / Knowledge	E	D	A*	I*	T*
Strong project planning and delivery management	X		X	X	
Strong stakeholder management and communication skills	X		X	X	
Working knowledge of PMO governance, stage gates, reporting	X		X	X	
Ability to manage complex risks, issues and dependencies	X		X	X	
Strong organisational and problem-solving skills	X		X	X	

Ability to manage multiple and complex priorities	x		x	x	
Understanding of benefits realisation in a complex environment	x		x	x	
Working knowledge of project methodologies (PRINCE2, Agile)	x		x	x	
Strong attention to detail including observational, analytical, and organisational skills.	x		x		
Able to effectively communicate with both internal and external customers.	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
Ability to manage multiple priorities under pressure, trouble-shoot, and to meet short- and long-term deadlines.	x		x	x	
Can exhibit the core values of the WMCA.	x		x	x	
Qualification / Education / Training	E	D	A*	I*	T*
Project Management Certification (PRINCE2/APM/Agile)		x	x		
Degree or Equivalent Experience		x	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	JEP Reference	Grade	Job Family