

Job Description

Post Title:	Project Manager (0.6 FTE)
Directorate:	Employment, Skills, Health and Communities
Reports to:	Delivery Manager
Direct Reports:	0
Salary Band:	29 - 33
Contract length:	0.6 FTE (3 days) for 18 months

Key Relationships: Improving Health & Reducing Inequalities Combined Authorities Programme Central Team, Embedded Policy Officers, Combined Authority partners, The Health Foundation, Research and Insights Partner (Centre for Local Economic Strategies and The King's Fund).

Role Purpose

The role will monitor programme delivery and provide support in project management functions i.e., meeting budget and reporting requirements, developing and maintaining the risk register, coordinating meetings and supporting the functioning of the programme Governance Board.

The post holder will work with the Improving Health & Reducing Inequalities Combined Authorities Programme Central Team and embedded policy officers across Combined Authorities to provide project management support where applicable.

Responsibilities

- Supporting the development and implementation of agreed programme functions central to the Improving Health & Reducing Inequalities Combined Authorities Programme.
- Supporting the arrangement of programme panels.
- Developing, implementing, and maintaining robust project processes and systems ensuring that project aims, and objectives are satisfactorily met and evidenced, including timelines and actions.
- Providing update reports on programme progress and outcomes.

- Developing and maintaining the programme risk registers to document and monitor agreed mitigations.
- Working with WMCA Finance leads to provide support in managing the programme budget, including verification and authorisation of costs, monitoring and reconciliation, budget forecasting and profiling.
- Ensuring eligibility and compliance of programme expenditure to minimise irregularities.
- Reviewing programme performance/data and flagging any issues or areas of concern.
- Supporting and maintaining effective working relationships with programme partners and key stakeholders to support project development and implementation activity, including compliance and submission processes.
- Providing full meeting support to Boards/Groups/Forums that have been established to support programme development/implementation, including coordination and circulation of agenda and papers and recording, monitoring, and progressing actions.
- Ensuring all programme documentation is appropriately stored in shared/accessible areas.
- Adhering to all policies, practices and procedures regarding financial management, legal matters and procurement.

The duties and responsibilities in this job description are not exhaustive and the jobholder may be required to undertake other duties within the general scope of either the level or nature of the post.

Person Specification

<i>Please specify (X) whether the experience required is Essential (E) or Desirable (D)</i>	Assessment Method				
	E	D	App*	Int**	Other**
Experience					
Experience of supporting and coordinating projects and programmes	x		x		
Experience of working effectively with a variety of stakeholders to achieve and communicate shared goals	x		x		
Experience of developing systems and processes to support project and programme appraisal, implementation and delivery	x		x		
Skills/Knowledge/Abilities	E	D	App	Int	Other
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		
Advanced excel skills including formula understanding and ability to create and manage works books and sheets	x		x		
Able to effectively communicate with both internal and external customers.	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		
Effective time management skills and ability to work independently as well as a member of a cross-functional team is essential.	x		x		
Ability to manage multiple priorities under pressure, troubleshoot, and to meet short- and long-term deadlines.	x		x		
Can exhibit the core values of the WMCA.	x		x		
Qualifications/ Professional Memberships	E	D	App	Int	Other
Project Management Qualification		x	x		

* Application

** Interview

*** Details will be shared at the interview stage

Core Expectations

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 Focused	Works as part of team, managing and leading.
	Service Driven	Customer, resident and partner focused.
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.

Health and Safety

All employees have a duty to take reasonable care for the health and safety 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 and safety.

Equality and Diversity

To promote and champion equality and diversity in all aspects of the role.

Learning and Development

To participate in and take responsibility of any learning and development required to carry out this role effectively.

Performance Management

To actively engage in the performance management process and take responsibility for managing performance outcomes.

GDPR (General Data Protection Regulation)

To 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.

Other

There may be a requirement to work outside normal office hours on occasion to meet work deadlines, give presentations, attend meetings etc., including a requirement to work within stakeholder and partner offices within the WMCA Constituent area on a regular basis.