



Job Description

Job Title:	Delivery Manager – Creative Places Growth Fund
Directorate/Team:	Strategy, Economy & Net Zero Directorate / Culture & Creative Economy Team
Location:	16 Summer Lane based, with hybrid/travel across the region
Responsible to:	Head of Culture, Creative Industries and Digital Roadmap
Responsible for:	Up to 5 direct reports
Key working relationships: (internal)	Cross Directorate, WMCA assurance, governance, finance, legal and procurement
Key working relationships: (external)	Central Government Departments, Local Authority partners and project or programme delivery leads/providers, wider project, or programme level stakeholders.

Purpose of the Post

The Delivery Manager leads the end-to-end commissioning and delivery of the Creative Places Growth Fund (CPGF).

The Creative Places Growth Fund is a complex £25 million multi-strand programme of activity aligned with WMCA strategic priorities to grow the creative industries across the region over three years, the first time the WMCA has delivered a strategic Fund focussed on this sector.

The programme will include a mixture of projects designed to improve the productivity of creative entrepreneurs, creative businesses and the eco-system that supports the pipeline of emerging talent. Many projects in CPGF will be new to WMCA delivery. The Delivery Manager ensures outcomes are achieved through strong, effective and proactive stakeholder engagement, robust governance, and effective people and budget management processes.

Accountabilities

The Delivery Manager will work closely with colleagues in the Culture and Creative Industries Team, the wider Economy Delivery team and the Programme Management Office (PMO) to advise and support senior leaders in the WMCA, partner authorities, industry bodies and the West Midlands Growth Company to drive sustainable improvements in service delivery through regional and/or national collaboration, ensure strategic plans and partner activities align with local priorities, achieve measurable impact and report on the progress and outcomes of critical projects which are in planning and delivery.

The role will lead delivery across diverse stakeholders, ensuring services are high quality and informed by evidence through the management, coaching, and support of a team of up to 5 direct reports, develop evidenced-based bids, business cases, delivery plans, and reports to a high standard and oversee adherence to WMCA governance, legal, financial, and risk management protocols.

Maintain strategic awareness of political trends, levers, and legislation relevant to the role and represent the WMCA in internal and external forums, supporting relationship-building with key partners.

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.

Responsibilities

Strategic

- Mobilise and oversee the delivery of the Creative Places Growth Fund programmes or initiatives aligned with organisational goals.
- Ensure programme objectives are clearly defined and aligned with strategic outcomes, including social, economic, or environmental impact.
- Develop insight-led proposals and high-quality reports.
- Lead or contribute to organisational change initiatives.
- Coordinate cross-functional activity to ensure efficient service delivery and compliance.
- Drive innovation and continuous improvement using systems thinking and user-centred methods.
- Work flexibly and with integrity to meet the needs of the WMCA and the Culture and Creative Economy team.

People

- Act as a key point of liaison for Culture and Creative Industry partners – i.e., cluster bodies, universities, industry etc. - into WMCA culture and creative industry policy and strategy activities.
- Represent the WMCA in a professional manner at events, consultations, and strategic boards.
- Build collaborative relationships across public, private, and voluntary sectors.
- Influence and manage delivery partners and politically sensitive stakeholders.
- Positively represent Directorate internally and externally in a professional manner.
- Champion success stories through case studies and contribute to corporate messaging.
- Lead team performance management and prioritise effectively in a changing environment.
- Promote a high-performance culture through leadership, mentoring, and staff development.
- Uphold and promote the values of the WMCA, exhibiting strong leadership and improvement focus.

Operational

- Apply project and programme management methodologies to deliver complex initiatives from concept through to implementation.
- Develop business cases, delivery plans, and performance frameworks that meet internal priorities and external requirements.
- Embed evaluation into programme design and delivery, ensuring learning informs future planning and contributes to directorate-wide continuous improvement.
- Monitor and report on programme performance, identifying risks and developing mitigation plans where necessary, ensuring effective issue resolution and decision-making processes.
- Lead improvement activity through process design, systems thinking, and user-led approaches.
- Harness data and insight to identify service challenges and opportunities for innovation or reform.
- Translate complex data and qualitative insight into actionable recommendations.
- Produce high-quality briefings, performance reports, presentations and “lessons learned” documents tailored to diverse audiences, including senior leaders and external partners.

Financial

- Manage delegated budgets and maintain strong financial oversight over projects and programmes.
- Optimise resource allocation to maximise efficiency and cost-effectiveness, ensuring value for money and transparent use of public funds.
- Monitor financial performance and identify opportunities for savings or investment.
- Provide financial insights to stakeholders regarding project expenditure.
- Follows the appropriate governance processes for dealing with any financial activities

Other

- Ensure compliance with regulatory and organisational governance.
- Undertaking 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?		
	E	D	A*	I*	T*
Experience					

Experience of managing programme delivery from inception to evaluation	X		X	X	
Experience of writing evidenced-based business cases, proposals, briefings and delivery plans	X		X	X	
Line management	X		X		
Experience of managing politically sensitive issues at a strategic and local level.		X	X	X	
Experience of budget management and financial planning.		X	X	X	
Skills / Knowledge	E	D	A*	I*	T*
Knowledge of governance, legal, and financial requirements in public programmes	X		X	X	
Strong stakeholder engagement and influencing capability	X		X	X	
Ability to lead and prioritise multiple workstreams in a fast-paced setting	X		X	X	
Confident presenter and public representative		X		X	
Commitment to WMCA values and continuous improvement	X		X		
In-depth understanding of the landscape/agenda and experience of [Insert Relevant area of Delivery]	X		X	X	
Knowledge and understanding of political trends and levers, regulatory changes, legislative processes and emerging initiatives relevant to subject matter expertise.		X	X	X	
Strong attention to detail to include observational, analytical, and organisational skills.	X		X		
Advanced proficiency in other MS Office applications including ability to write and edit reports, presentations, formatting charts and graphs, managing inboxes, calendars and scheduling activity.	X		X		
Understanding of WMCA and LA partners		X	X	X	
An understanding of claim processes and management including financial and performance monitoring aspects.		X	X		
Qualification / Education / Training	E	D	A*	I*	T*
GSCE Maths and English to Grade 5/6 equivalent	X		X		
Project management qualification		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.
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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 <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Basic <input type="checkbox"/>	Standard <input type="checkbox"/>	Enhanced <input type="checkbox"/>	None <input checked="" type="checkbox"/>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

Job Evaluation Details

Date Evaluation Agreed	JEP Reference	Grade	Job Family
		SP44-SP48	