

Job Description

Job Title:	Spatial Planning - Programme and Engagement Officer
Directorate/Team:	Strategy, Economy and Net Zero (SENZ)
Location:	16 Summer Lane or other site/location
Responsible to:	Head of Policy & Planning (Housing, Policy and Homelessness)
Responsible for:	0
Key working relationships: (internal)	Housing, Policy and Homelessness team, SENZ Directorate, Strategic Comms, Member Engagement, Finance, Legal
Key working relationships: (external)	Local Authorities, MHCLG, Planning Inspectorate, LGA, Planning consultancies

Purpose of the Post

As part of the Government's devolution agenda, the West Midlands Combined Authority has a new statutory duty to produce a Spatial Development Strategy (SDS). This strategic plan, to be developed in collaboration with local authorities over the next three years, will guide long-term spatial planning across the region. The Programme and Engagement Officer plays a pivotal role in shaping the SDS, with primary responsibilities in programme management and stakeholder engagement. The role also contributes to policy development and the creation of a robust evidence base.

Accountabilities

- Manage the overall SDS programme including monitoring and reporting on key deliverables
- Organise collaborative working groups developing thematic areas of the SDS
- Maintain the SDS workstreams within the wider strategic and corporate programmes of the WMCA
- Contribute to the review and commissioning of supporting evidence base work for the SDS
- Coordinate the production of the West Midlands Issues and Options paper

Responsibilities

Strategic

- Support the development of the Spatial Development Strategy in line with the Government's devolution agenda.

People

- Work collaboratively with local authorities and other organisations in the delivery of the SDS in particular in relation to programme management and engagement activities.
- Train external stakeholders on planning system, and the WMCA's SDS process and content.
- Support with liaising with external stakeholders to provide accurate information for internal and external monthly reporting.

Operational

- Support the programme management of the SDS including maintaining a schedule of tasks and project milestones and an integrated programme workflow, using digital software.
- Maintain an appropriate SDS engagement programme including scheduling and servicing meetings, organising public events / workshops and engagement with elected members, stakeholders, local authority partners and the public.

• Work with Strategic Comms, organising consultations and operating engagement software for managing representations from the public and stakeholders during consultation stages of the plan. • Update web-site content in relation to the SDS. • Provide additional support when required on policy development, working to thematic leads within the Planning and Policy team and undertaking small tasks supporting evidence base development. • Contribute to team development of clear and transparent systems and processes for evaluating/monitoring/analysing project and programme performance including measuring delivery of prescribed outputs
Financial
• Adhere to all policies, practices and procedures regarding financial management, legal matters including procurement and those associated with the workforce including Health and Safety promoting employee engagement and ensuring good practice is in place.
Other

Person Specification					
Candidates/post holders will be expected to demonstrate the following:	Essential/ Desirable		How Evidenced?		
Experience	E	D	A	I	T
Demonstrable experience in project management with experience of overseeing, managing and supporting the delivery of a wide-ranging task schedule and balancing competing priorities.	X		X	X	
Experience of working with a broad range of teams and stakeholders at different levels of seniority.	X			X	
Confidence in working with others to ensure the delivery of programme milestones – highlighting tasks and challenging under-delivery where it is apparent.	X			X	
Experience of and /or interest in project management, including the use of digital software such as MS project.		X	X	X	
Experience of supporting engagement activities including member briefings, public / stakeholder events and workshops, consultation events and local authority liaison.		X		X	
Experience in the use of software to support engagement activities including consultation software.		X		X	
Experience of working in the planning or development sector including policy development.		X	X	X	
Skills / Knowledge	E	D	A	I	T
Strong initiative and the ability to work independently with minimal supervision.	X			X	
A problem-solving approach to fulfilling responsibilities, with the ability to proactively identify and initiate new actions needed to achieve the team's objectives and desired outcomes	X		x	X	
Able to work constructively as part of a team and with a range of internal and external stakeholders.	X		X	X	
Effective communicator with high digital proficiency. Confident in both verbal and written communication, with strong competence in digital technologies	X		X	X	
Knowledge of project management activities; including managing and tracking project activities / outputs, identifying interdependencies between projects and programmes.	X		X	X	
Articulate and persuasive, skilled in delivering clear guidance and influencing outcomes effectively.	X		X	X	
Highly organised with a proven ability to manage competing priorities and consistently meet deadlines	X		X		

Qualification / Education / Training	E	D	A	I	T
Educated to degree level in a town planning or closely related discipline.	X		X		
Commitment to undertake further training and development.	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	Job Family	Level/Grade	JEP Reference
		SP27-31	

