

## Job Description

<b>Job Title:</b>	Project Manager
<b>Directorate/Team:</b>	Strategy, Economy & Net Zero
<b>Location:</b>	16 Summer Lane or other site/location
<b>Responsible to:</b>	Assistant Delivery Manager: BEAS
<b>Responsible for:</b>	0
<b>Key working relationships:</b> (internal)	Economy Team, Finance team, Procurement team, Legal team,
<b>Key working relationships:</b> (external)	Local Authorities, business programme Delivery Partners

## Purpose of the Post

To provide the implementation and project management of business support projects core to the Strategy, Economy and net Zero Directorate, including existing and new projects funded through the Integrated Settlement Funding.

## Accountabilities

The role will provide project management from early initiation, development stages through to implementation and delivery monitoring.

The role will be primarily supporting the delivery of the Business Energy Advice Service programme.

## Responsibilities

### Strategic

- Work flexibly and with integrity to meet the needs of the WMCA and the Strategy, Economy and Net Zero Directorate function
- All activities should be aligned with organisational goals

### People

- Establish and maintain effective working relationships with all departments.
- Liaise with external stakeholders to provide accurate information for internal and external monthly reporting.

### Operational

- Enter data into spreadsheets, documents, presentations, and reports.
- Provide administrative support for meetings, producing agendas and formatting documents.
- Establish effective systems and processes to ensure smooth directorate operation

### Financial

- Ensures Value for Money and follows the appropriate governance processes for dealing with any financial activities.
- Handle queries and issues related to procurement, invoices, and financial processes.

### Other

- Represent the WMCA in a professional manner.
- 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?		
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		
Experience of developing systems and processes to support project and programme appraisal, implementation and delivery	X		X	X	
Skills / Knowledge	E	D	A	I	T
Knowledge of government funding streams, included skills, employment, and economy areas.		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
Advanced Excel skills including formula understanding and ability to create and manage workbooks and sheets	X		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 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		
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 Qualification		X	X		

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

Core Expectations	
<b>Health, Safety &amp; Wellbeing</b>	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.
<b>Equality &amp; Diversity</b>	Promote and champion equality and diversity in all aspects of the role.
<b>Learning &amp; Development</b>	Participate in and take responsibility of any learning and development required to carry out this role effectively.
<b>Performance Management</b>	Actively engage in the performance management process and take responsibility for managing performance outcomes.
<b>GDPR</b>	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.
<b>Adherence to Policies</b>	Be aware of and comply with all organisation policies.
<b>Other</b>	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
<b>Collaborative</b>	Team Focussed	Works as part of team, managing and leading.
	Service Driven	Customer, resident, and partner focussed.
<b>Driven</b>	Empowered & Accountable	Takes ownership and leads when needed.
	Performance Focused	Ambitious and going the extra mile.
<b>Inclusive</b>	'One Organisation' Mindset	Believe in each other's expertise.
	Open & Honest	We do what we say we are going to do.
<b>Innovative</b>	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 type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Basic <input type="checkbox"/>	Standard <input type="checkbox"/>	Enhanced <input type="checkbox"/>	None <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

### Job Evaluation Details

Date Evaluation Agreed	Job Family	Level/Grade	JEP Reference