



## Job Description

<b>Job Title:</b>	Portfolio Coordinator - Transport
<b>Directorate/Team:</b>	Delivery Directorate (TfWM)
<b>Location:</b>	West Midlands Combined Authority
<b>Responsible to:</b>	Head of Transport Portfolio – Delivery Directorate
<b>Responsible for:</b>	Up to 3 team
<b>Key working relationships:</b> (internal)	Head of Transport Portfolio, portfolio management team, programme coordinators, internal stakeholders including enabling services
<b>Key working relationships:</b> (external)	External transport portfolio stakeholders, Political scrutiny committees, external audit and assurance and regional delivery stakeholders and contractors.

### Purpose of the Post

To provide coordination and administrative support to the Head of Portfolio and to support the activities of the portfolio management team. To ensure adequate programme administration is available for programme leads by overseeing the programme administration team. To ensure integrated administrative duties are executed to meet multiple requirements in governance, assurance, meetings/board secretariat requirements and information management.

### Accountabilities (Deliverables)

- Accountable to the Head of Transport Portfolio for coordination and administration of portfolio activity within the TPO management team
- Support to change initiatives and ownership of new ways of working in the portfolio office for transport
- Support and coordinate dependent activities and meetings between portfolio and functional leads for TPO
- Preparation and dissemination of portfolio management team papers, reports and products for portfolio level activity
- Custodian of portfolio resource and budget planning and administration in support of the head of service
- Support and train new starters in the team and programme administrators to embed new ways of working in TPO

### Responsibilities (Duties)

- Provide executive level administration support to the Head of Portfolio including diary management and board level secretarial duties (minutes, actions, agenda setting) as required.
- Coordinate and provide administrative duties for the portfolio management team and facilitate communications between internal and external stakeholders at executive level.
- Coordinate the programme administration resources, ensuring that embedded staff are adequately supporting programme and project teams and champion development for administrative staff, building a high performing administrative function that produces quality outputs consistently.
- Support the portfolio management team by providing senior level coordination and administration for governance requirements and engage with the document control team to ensure a compliant repository and information management system (i.e. SharePoint) is being utilised.
- Manage any engagement events/event management for the Portfolio or on behalf of the Delivery Directorate.

- Lead the continuous improvement of processes, administration and systems management providing advice, making recommendations and executing actions to ensure best practice in the TPO.
- Record and manage project / programme / portfolio board decision logs and actions trackers, following up on progress and completion.
- Support the collation of project and programme monitoring and reporting work.

#### Other

- 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 (How Evidenced Key: A = Application, I = Interview, T = Testing/Assessment)

Requirements Candidates/post holders will be expected to demonstrate the following:	Essential / Desirable		How Evidenced?		
Experience	E	D	A	I	T
Demonstrable experience in administration or business administration at executive level.	X		X	X	
Experience providing administrative support to a portfolio/programme/project team, preferably in the public sector	X		X	X	
Experience working in a multi-disciplinary team and working across a broad portfolio of stakeholders.	X		X	X	
Experience in diary management, agenda setting and minute taking, preferably for senior management/executive management level.	X		X	X	
Experience managing sensitive material and facilitating communications in a discretionary/compliant manner.	X		X	X	
Experience working with both private and public sector organisations		X	X	X	
Line Management experience.		X	X	X	
Experience of working in a sensitive political environment, and the ability to manage stakeholders both internal and external		X	X	X	
Experience managing governance and approvals pathways for public sector (local and central government).		X	X	X	
Skills / Knowledge	E	D	A	I	T
Excellent skills in Microsoft Office (Excel, Word, Access, Outlook)	X		X		
Ability to work within a multi-disciplinary organisation and to cooperate both internally and with external organisations in an integrated manner.	X		X		
Ability to build and maintain effective working relationships and contribute to building strong organizational partnerships	X		X		
Qualification / Education / Training	E	D	A	I	T
NVQ4 in business administration/ relevant subject or equivalent experience	X		X		
Appropriate qualifications: NVQ, CIPD or similar		X	X		

### 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 as necessary to enable it to successfully discharge its own responsibilities in relation to health, safety, and wellbeing.
<b>Equality Diversity &amp; Inclusion</b>	Promote and champion equality, diversity, and inclusion 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)		
Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Standard <input type="checkbox"/>	Enhanced <input type="checkbox"/>	None <input checked="" type="checkbox"/>

### Job Evaluation Details

Date Evaluated	Job Family	Level/Grade	JEP Reference