



## Job Description

**Post Title:** WMIZ Programme Manager

**Directorate:** Strategy, Economy and Net Zero

**Reports to:** Head of WM Investment Zone

**Direct Reports:** 1

**Salary Band:** SP42-SP46

**Key Relationships:** WMCA Enabling Services (Legal, Finance, Governance, SAF, Procurement, Performance Management); senior WMCA officers; MHCLG officers; senior external LA partners; SENZ Economy Team.

### Role Purpose

To be responsible for leading the effective establishment and delivery of all WM Investment Zone (WMIZ) programme functions – ensuring the timely and compliant implementation of the programme. Engaging with internal and external partners to ensure milestones and programme deliverables are achieved.

Monitor programme delivery and prepare resulting reports for internal and MHCLG governance processes and accountability, identifying and providing solutions for programme risks.

To lead and manage critical project activities; scope, cost, time, and quality and working with colleagues to minimise risk.

In conjunction with the programme's Finance Lead, deputise for the Head of WM Investment Zone when required.

### Responsibilities

- Develop, lead and drive the overall WMIZ programme functions, systems and structures, including, albeit not exhaustively:
  - Programme delivery timelines and interdependencies
  - Risk, Issues and Actions logs (with the Project Support Officer)
  - Governance, Procurement and Performance routes and accountability
  - Deliverables, milestones and associated reporting

- Engage with external and internal partners to ensure the timely delivery of programme functions – including business case development, performance monitoring and financial flows, for site development and regional programmes.
- Ensure all deliverables agreed with MHCLG are monitored and managed, and successfully achieved – including full reporting of, and alignment with, programme requirements for MHCLG.
- Lead on the development of core plans (e.g. Annual Delivery Plan) and liaise with relevant partners to ensure the successful development and timely delivery of associated programme plans (e.g. project or site investment propositions).
- Scope and design routes to future investment plans, including submissions to MHCLG for future years funding and the reinvestment of funds regionally.
- Establish and manage stakeholder communications at project level, ensure projects are being managed and deliverables achieved in a complaint manner, particularly regarding statutory and technical compliance items (CDM, H&S, partner stage-gate processes).
- Establish and oversee an appropriate reporting regime, as agreed with HOIZ, and prepare necessary reports for submission to programme and CA governance bodies; ensuring the accuracy of information and transparency of status/performance to achieve compliant and timely implementation of the WMIZ.
- Engage with Enabling Services colleagues to ensure all governance, legal, financial, risk, performance, and procurement processes are appropriately planned and adhered to.
- Scan future activity and overall programme timelines, identifying potential risks and mitigation measures or solutions; ensuring Head of WM Investment Zone is appropriately briefed ahead of issues arising.
- Liaise with consultants, external experts and contractors as required – including preparation of tenders and procurement, budgets ongoing relationship management and performance monitoring.
- Jointly, with HOIZ, line manage the Programme Officer – ensuring their development and growth, and wellbeing, and their achievement of goals set through the IPM process.

## Person Specification

<i>Please specify (X) whether the experience required is Essential (E) or Desirable (D)</i>			<b>Assessment Method</b>		
<b>Experience</b>	E	D	App*	Int**	Other***
Proven track record in delivery of complex programmes to time, budget and quality, including the establishment and delivery of programme functions and infrastructure.	X		X	X	
Ability to effectively manage/oversee multiple projects prioritising work as appropriate to manage risk	X		X	X	
Good working knowledge of MS Project/Verto or similar project management software	X		X	X	
Experience in managing project budgets and reporting against costs	X		X	X	
Excellent interpersonal skills and demonstrating high proficiency in stakeholder management, partnership, and influence	X		X	X	
Experience presenting to and coordinating senior-level meetings with confidence and ability to challenge information provided in a non-confrontational way	X		X	X	
Demonstrated ability to develop solutions to complex problems and display the ability to appropriately manage potentially delicate situations	X		X	X	
<b>Skills/Knowledge/Abilities</b>	E	D	App	Int	Other
Demonstrate an ability and understanding of proactive risk management, identifying and mitigating project risks	X		X	X	
Management of project budgets and production of robust costs forecasts	X		X	X	
Production of accurate and coherent project status reports to satisfy internal reporting and governance requirements	X		X	X	
Production of detailed project plans understanding the principals of work breakdown structures and critical path analysis	X		X	X	
Ability to build collaborations and manage conflict, bringing together opposing viewpoints to arrive at a mutually agreeable solution.	X		X	X	
Excellent written and verbal communication skills, ability to present to senior leaders		X	X	X	
Able to work within a team or alone on concurrent schedules with tight deadlines	X		X	X	
Ability to use own initiative and proactively lead and develop solutions	X		X	X	
Able to assimilate complex information rapidly and reinterpret that effectively to colleagues and partners.	X		X	X	

Knowledge of a relevant discipline area – e.g. regeneration, economic development, skills.		X	X	X	
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Qualifications/ Professional Memberships	E	D	App	Int	Other
Qualification in a Project Management Methodology (such as APM or Prince 2)		X	X	X	
Evidence of continued professional development and using best practice to implement and make improvements to processes and tools		X	X	X	

\* Application

\*\* Interview

\*\*\* Details will be shared at 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 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.

### 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.

Date agreed	Grade agreed:	JEP Reference
15/10/24	SP42-SP46	JEP467