



## Job Description

<b>Job Title:</b>	Programme Officer - WMIZ
<b>Directorate/Team:</b>	SENZ – West Midlands Investment Zone Team
<b>Location:</b>	16 Summer Lane or other site/location
<b>Salary Band:</b>	SP30-SP34
<b>Responsible to:</b>	Head of WM Investment Zone
<b>Responsible for:</b>	Delivering key elements of the WMIZ programme, including stakeholder engagement, key processes, reports and briefings.
<b>Key working relationships:</b> (internal)	WMIZ Team; SENZ Economy Teams; key WMCA policy areas (eg TFWM, Inclusive Growth etc); Enabling Services incl Comms Teams.
<b>Key working relationships:</b> (external)	Local Authorities; WMCA economic bodies (eg Innovation Board); business intermediary groups (eg Chambers of Commerce, Catapults); Govt departments.

### Purpose of the Post

To support the delivery of projects, including the provision of support in reporting processes, data analysis, liaising with stakeholders to gather and disseminate information and supporting colleagues to deliver high-quality projects, under the guidance of the relevant project Lead, and/or designated Programme Manager.

### Accountabilities

To contribute to the development and delivery of key aspects of the programme from inception to completion, to time, budget, quality and safety standards in accordance with best practice and WMCA's processes and procedures.

To prepare and submit appropriate documentation to ensure the progression of schemes through the appropriate assurance process both internally and externally.

To ensure reporting requirements are met for the projects, and that information is collected in a timely fashion to share with funding partners.

### Responsibilities

#### Strategic

- Working flexibly and proactively, with integrity, to meet the needs of the WMCA and the WMIZ function.
- Supporting corporate aims and objectives and business plan.
- Ensuring plans and activities in area of work reflect wider strategic priorities.
- Helping to ensure Lessons Learnt and good practice is integrated into future projects and programmes.
- Working with WMCA Assurance to support project proposals through the internal Strategic Assurance Framework (SAF) processes.
- Liaise effectively with Comms colleagues (internally and externally) to identify, plan and land appropriate opportunities for WMIZ promotion and messaging.

#### People

- Building strong collaborative relationships with strategic partners, delivery partners and key stakeholders and responding to communications from stakeholders in a timely manner, that builds confidence in and the reputation of the Directorate and WMCA.
- Representing the team and the WMCA at meetings with stakeholders as necessary.
- Enabling the sharing of information across the partnership, developing and running networking sessions, events, managing the relevant website and social media channels and following and sharing the activities of partners.
- Working with the WMIZ and other relevant WMCA teams to ensure that project documentation produced for reporting, review and approval is done so in a timely, accurate and cohesive manner, ensuring that the language and terminology used is suitable for the intended recipients.
- Assisting the programme team as necessary and as required with the engagement of stakeholders and at consultation events.
- Supporting in the development and project definition stages of projects and initiatives to ensure the effective handover in preparation for implementation, working closely with and on behalf of sponsors.
- Working with internal and external project leads to support project development and implementation activity including compliance and submission processes.
- Providing full meeting support to Boards/Groups/Forums that have been established to support project development/implementation.
- Providing support to the directorate with engagement of legal, procurement, financial and other advice where identified, including external commissioning as required.

### **Operational**

- Working closely with the Programme Manager in the design and delivery of schemes and initiatives from initial feasibility design stage to completion, in accordance with the scheme sponsor's requirements and WMCA's processes and procedures.
- Analysing and visualising data to aid the communication of technical information to project partners in an accessible manner.
- Ensuring effective Health and Safety management of all project elements, including adherence to the relevant and current legislation and providing visibility to senior management of any issues of note.
- Undertaking scheme documentation management, including development of file structures, version control and archiving.
- Assisting with the commissioning and management of consultants as appropriate to support project and programme development.
- Assisting reporting project progress as necessary at each relevant stage of the approved project lifecycle process.
- Assisting the Programme Manager in developing and maintaining schedules, risk registers, quality documentation, project plans, budget records and other associated project management documentation.
- Assisting with the preparation of reports/briefing notes as necessary on the status of any projects for senior management, appropriate committees and any other relevant boards or stakeholders.
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### **Financial**

- Working with WMCA Finance leads to provide support in managing project budgets, including verification and authorisation of costs, monitoring and reconciliation, budget forecasting and profiling.
- Managing the approval of orders for goods and services using the Finance system and track their progress, then record when goods and services have been received.
- Supporting the development of effective financial reporting processes to ensure robust management audit and risk controls are secured.
- Supporting funding bids by gathering relevant information and drafting bid responses.
- Obtaining accurate cost estimates to enable schemes to be progressed through various stages.
- Ensuring eligibility and compliance of project expenditure to minimise irregularities and validate funding claims.

### **Other**

- Deputising for the Programme Manager or other team members as required.
- 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
<b>Experience</b>	<b>E</b>	<b>D</b>	<b>A</b>	<b>I</b>	<b>T</b>
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 dealing with projects that impact on the general public and/or other multiple stakeholders.	X				
Experience of developing systems and processes to support project and programme appraisal, implementation and delivery	X		X	X	
<b>Skills / Knowledge</b>	<b>E</b>	<b>D</b>	<b>A</b>	<b>I</b>	<b>T</b>
Knowledge of government funding streams, including 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 works books and sheets	X		X		
Able to effectively communicate with both internal and external customers.	X		X		
Advanced proficiency in MS Office applications including the ability to write and edit reports and presentations, formatting charts and graphs, managing calendars and scheduling activity	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	
<b>Qualification / Education / Training</b>	<b>E</b>	<b>D</b>	<b>A</b>	<b>I</b>	<b>T</b>
Degree in a relevant subject or equivalent professional experience		X	X	X	
A good standard of education, including maths and English at GCSE or equivalent level.	X				
Formal project management qualification, such as PRINCE 2 Foundation.		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 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 type="checkbox"/>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

### Job Evaluation Details

Date Evaluation Agreed	Job Family	Level/Grade	JEP Reference
18/10/24	Project, Programme and Portfolio	SP30-SP34	JEP433