West Midlands Combined Authority

Job Description

Job Title:	Project Manager
Directorate/Team:	
Location:	16 Summer Lane or other site/location
Responsible to:	Head of Programme
Responsible for:	All day-to-day project management activities across various programme workstreams
Key working relationships: (internal)	Programme team complete
Key working relationships: (external)	Procurement and legal partners. Others ad-hoc as determined

Purpose of the Post

To provide project management leadership of the development and implementation of agreed projects.

The role will provide project management and support from initiation, development stages through to implementation, delivery and closedown. The role will be required to ensure that project outcomes are delivered to time and budget, and to manage contractors and other external stakeholders.

Accountabilities

To manage and continuously monitor specific projects and programmes to ensure satisfactory progress and consistent delivery of projects aligned to the agreed funding, outputs and timescales.

To establish and lead effective working arrangements with multiple internal and external stakeholders to provide guidance and updates on the development of projects and programmes.

To manage contractors and other external stakeholders, establishing collaborative relationships and leading coordinated completion of project deliverables.

Responsibilities

Strategic

- Working flexibly and proactively, with integrity, to meet the needs of the WMCA and [INSERT RELEVANT] function.
- Supporting corporate aims and objectives and business plan.
- Identifying emerging trends in project management and their opportunities and potential impact on the WMCA.
- Ensuring that full evaluations are undertaken as part of the post project review and that lessons learned are recognised, captured and disseminated alongside best practice across the organisation.

People

- Building strong collaborative relationships with strategic partners, delivery partners and key stakeholders, ensuring delivery of the project through partnership working and best practice, ensuring that commitments are met and that expectations are exceeded.

- Working closely with stakeholders and the internal programme team to prepare internal and external project reports and ensure these are accurate and support the wider reporting requirements of the project.
- Commissioning and managing consultants and contractors as appropriate, to ensure that project deliverables are provided to time and budget.
- Providing, as appropriate, technical expertise, knowledge and application of best practice during the development and delivery of projects and programmes.
- Managing communications and marketing activity associated with respective projects, including drafting text for webpages and events
- Providing support as necessary and as required with the engagement of stakeholders and at consultation events.
- Presenting proposals to and negotiating with stakeholders to develop and agree projects briefs and PIDs, including plans.
- Being an external advocate and representative of the Directorate and the WMCA at meetings with stakeholders; building relationships and advocating the work of [INSERT RELEVANT] function with appropriate stakeholders.

Operational

- Developing, implementing and maintaining robust project processes and systems ensuring that project aims, and objectives are satisfactorily met and evidenced including timelines and critical paths.
- Creating and coordinating risk registers for projects/programmes to document and monitor agreed mitigations, working closely with WMCA Assurance and Finance.
- Reviewing project performance/data and flag any issues or areas of concern.
- Ensuring 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.
- Taking responsibility for setting detailed task briefs with key deliverables, monitoring progress and taking appropriate action to ensure performance against defined time, cost and quality criteria.
- Ensuring Project Execution Plans (PEPs) and Programme Plans are initiated and kept up to date for each project including risk and issue management.
- Undertaking scheme documentation management, including development of file structures, version control and archiving, ensuring all project documentation is appropriately stored in shared/accessible areas.
- Providing full meeting support to Boards/Groups/Forums that have been established to support project development/implementation. Including co-ordination and circulation of agenda and papers, recording, monitoring, and progressing actions.
- Working with WMCA Assurance in order to support projects through the internal Strategic Assurance Framework (SAF) and corporate change management processes as required.

Financial

- Financial and procurement authority as set out in WMCA's scheme of delegation.
- Managing the approved project budget, forecasting and monitoring the budget throughout the project lifecycle, including verification and authorisation of costs, monitoring and reconciliation, budget forecasting and profiling. Responsible for allocated budgets, raising purchase orders and approving invoices.
- Managing the commercial matters to ensure that cost forecasts and accounting protocols are in place and maintained up to date with the Finance partner.
- Undertaking accurate monthly project reporting including costs, funding, schedule and risks and issues.

Other

- Undertaking such tasks as may reasonably be expected commensurate with the scope and level of the role.
- Adhering to all policies, practices and procedures with regard to 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.

Person Specification					
Candidates/post holders will be expected to demonstrate the following:	**Essential / Desirable**		**How Evidenced?**		
Experience	**E**	**D**	**A**	**I**	**T**
Experience of working as a Project Manager or sufficient time working on projects.	X				
Experience working within a team of Project Managers on a range of varying sized projects.	X				
Experience in both traditional and agile delivery, as well as optimisation methodologies, tools and techniques.		X			
Experience of building relationships with a range of stakeholders	X				
Experience of people management skills in a project environment, including managing team workloads to ensure successful delivery.	X				
Experience of devising and implementing stakeholder management strategies, including negotiating with key stakeholders, in a project or programme environment.	X				
Track record of delivering complex and significant projects and programmes to time, cost and standard.	X				
Skills / Knowledge	**E**	**D**	**A**	**I**	**T**
Excellent technical, analytical and project management skills.	X				
Strong verbal & written communication and interpersonal skills.	X				
Strong management skills of virtual project teams within a matrix management model.	X				
Ability to use project management software to control & monitor projects & improving decision-making.	X				
Ability to work within a team or alone on concurrent schedules with tight deadlines.	X				
Ability to successfully manage multiple projects simultaneously using project management techniques in a programme environment	X				
Ability to compile clear and concise technical and non-technical reports for a range of political, professional and lay-person audiences.	X				
Ability to work to tight deadlines and meet funding and operational targets.	X				
Ability to work in partnership and make positive contribution to project and programme teams.		X			
Qualification / Education / Training	**E**	**D**	**A**	**I**	**T**
Formal project management qualification, such as PRINCE 2 Foundation certification or proven experience working at this level.	X				
A good standard of education, including maths and English at GCSE or equivalent level.	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