



Job Description

Job Title:	Programme Manager, High Streets and Markets
Directorate/Team:	Strategy, Economy and Net Zero
Location:	16 Summer Lane
Responsible to:	Programme and Engagement Lead - High Streets and Markets
Responsible for:	
Key working relationships: (internal)	WMCA Economy Team, WMCA Housing Property and Regeneration Colleagues, WMCA assurance, finance, legal and procurement.
Key working relationships: (external)	Arm's Length Bodies, Government Departments, Local Authority partners and project delivery leads/providers.

Purpose of the Post

To lead on the delivery of the High Streets and Markets programme, overseeing and providing critical input across the whole of the programme portfolio, ensuring full accountability is achieved and budgetary and financial decisions are taken with full consideration of any possible risks and impacts, while also managing governance, and stakeholder engagement, proactively addressing challenges, and ensuring alignment with the overarching programme goals.

Accountabilities

Responsible for the successful execution of the High Streets and Markets programme, meeting its objectives, timelines, and budget constraints.

To identify and monitor risks, planning and implementing responses to them and responding to other related issues that affect the wider Directorate.

To support the development and implementation of new funding streams for High Streets and Markets.

Responsibilities

Strategic

- Working flexibly and proactively to meet the needs of the WMCA and the High Streets and Markets Programme.
- Developing strategies for High Street regeneration linked into the wider Directorate and WMCA strategy, ensuring strategic alignment to Annual Business Plan, Functional Strategies and the IS.
- Supporting the Directorate in creating a culture of collaboration, drive, inclusivity and innovation.

People

- Building an extensive internal stakeholder network to integrate with and develop and deliver town/city centre projects and programmes, sharing information accordingly.
- Representing WMCA at external events and meetings.
- Providing advice and implementing options and processes which develop and continuously improve project and programme management arrangements.
- Managing and supporting the programme work streams, providing critical input and expertise.
- Ensuring clear sequencing and co-ordination of activities

- Establishing, developing, and maintaining strong relationships with key stakeholders, including local authorities, BIDs, and relevant government departments and agencies.
- Working collectively with colleagues to identify interventions on emerging scheme proposals and manage a Forward Delivery Plan.
- Working collaboratively with colleagues to select, commission, and manage technical due diligence and assurance resources as necessary.

Operational

- Taking a leading role on the preparation of business cases and delivery plans related to the High Streets and Markets Programme, and compliance with all relevant governance processes.
- Ensuring application guidance and application processes are in place that are necessary for the successful implementation of the programme.
- Ensuring key milestones and deliverables are achieved and financial requirements are met, in accordance with best practice and WMCA's processes and procedures.
- Ensuring that the performance monitoring and evaluation are completed in a timely manner for reporting to WMCA Boards.
- Devising, implementing, and presenting a cycle of regular programme report updates to WMCA Boards, Government, and other relevant bodies.
- Providing high-quality written and oral briefings, policy advice, and reports for a range of internal and external stakeholders, including business and political leaders.
- Proactively reviewing emerging activity, policy proposals, programmes and projects in order to identify areas for improvement, alignment or collaboration.
- Proposing practical courses of action to improve project and programme delivery.
- Identifying, assessing and acting upon opportunities and risks to a project or programme, creating innovative and pragmatic solutions to support project delivery.
- Providing a key link to Finance and Business Hub colleagues and providing representation in corporate forums relating to Performance, Risk, Assurance, and Delivery Monitoring.
- Using research and analysis to examine and commission new ways of doing things, reflecting changing economic conditions and priorities.
- Deputise for the Programme and Engagement Lead – High Streets and Markets as required.

Financial

- Work with WMCA Finance leads to provide support in managing programme and project budgets, including verification and authorisation of costs, monitoring and reconciliation, budget forecasting and profiling. Ensuring eligibility and compliance of project expenditure to minimise irregularities and validate funding claims.
- Leading on the production of project resource and budget forecasts and managing financial expenditure and outcome reporting for the Programme
- Liaising with funders, including Government departments, to ensure the smooth commissioning of services, including the provision of informative and accurate reporting information.

Other

- 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
Experience					
Extensive experience delivering large, complex programmes.	X				
Great track-record of successful delivery of programmes and outcomes.	X				

Experience of working on complex place making projects		X			
Demonstrable experience of complex stakeholder management (communication, negotiation and conflict resolution) in a sensitive political environment		X			
Experience of leading multi-disciplinary teams and building strong relationships across organisational boundaries.	X				
Significant place based project and programme management experience; establishing, managing, and reporting to meet robust governance arrangements, stage gate processes, risks and issue management, budget, and assurance.	X				
Experience of managing capital budgets, and effectively applying key commercial, business, and other management skills.	X				
Experience of contract management through the procurement and management of suppliers.	X				
Demonstrable experience in communication at a senior level, including the ability to present technical detail and progress reports in an engaging and accessible manner.		X			
Evidence of successful resource and financial management skills including budget formulation, financial monitoring and control procedures and maximising the deployment and control of grant funded programmes and projects to achieve results.		X			
Experience of prioritising, planning and organising workloads to manage expectations and deadlines.	X				
Skills / Knowledge	E	D	A	I	T
Excellent organisational, written, and verbal skills.	X				
Ability to work across functions in a matrix organisation.	X				
Conversance with regeneration and place making techniques					
Ability to research and synthesise complex technical subjects into practical, cost-effective, and timely action plans and solutions.	X				
Knowledge of working with key partners/stakeholders, i.e. Local Authorities (planning, highways).	X				
Excellent negotiation and influencing skills, ability to shape decision making among multiple stakeholders.	X				
Ability to work well under pressure, demonstrating agility, drive, and solution focused attitude.	X				
Ability to lead, inspire and motivate others within a culture of delivery and continuous improvement.	X				
Highly developed written and oral presentation skills with ability to present complex ideas in a clear and comprehensible way.	X				
Highly developed influencing and persuasion skills with a determination to deliver.		X			
Qualification / Education / Training	E	D	A	I	T
Suitable project management qualification to degree level or equivalent.		X			
Professional project/programme management qualifications or equivalent experience	X				
Membership of a relevant professional body		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 <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 type="checkbox"/>

Job Evaluation Details

Date Evaluation Agreed	Job Family	Level/Grade	JEP Reference
30/5/25		SP42-SP46	JEP566