

Job Description

Job Title:	Strategic Advisor
Directorate/Team:	Strategic Partnerships and Integration
Location:	Summer Lane
Responsible to:	Head of HS2 and Strategic Partnerships
Responsible for:	
Key working relationships: (internal)	WMCA Corporate Leadership Team, WMCA Directors & Senior Officers, TfWM Leadership Team, TfWM & WMCA communications teams
Key working relationships: (external)	Local Authority Partners inc. Councillors, Directors & Senior Officers, private sector partners including transport providers and developers on all matters relating to the HS2 Growth Delivery Programme and wider TfWM project & programmes

Purpose of the Post

We are seeking a highly skilled and dynamic individual to join our team as a Strategic Advisor for our HS2 & Strategic Partnerships team. In this role, you will be responsible for driving strategic partnerships, fostering client relationships, and providing expert advice and guidance to optimize project delivery outcomes across the region related to the HS2 Growth Programme and other strategic programmes within the region. Your role involves overseeing the entire lifecycle of strategic projects within the programme, from initiation to completion and you will be responsible for communicating project scopes, objectives, deliverables and collaborating with stakeholders to support the development of detailed project plans, timelines, and resource requirements.

Your role will involve providing high-quality strategic analyses by leveraging your expertise and negotiation skills to identify complex, long-term challenges and advising senior stakeholders in developing effective solutions. You will oversee the entire lifecycle of strategic projects within the programme, from inception to completion and you will be responsible for communicating project scopes, objectives, deliverables and collaborating with stakeholders to support the development of detailed project plans, timelines, and resource requirements.

Ultimately, your role is pivotal in driving organizational growth through the successful execution of strategic initiatives. Proven experience in strategic partnership development and client relationship management is required. Strong understanding of industry trends, market dynamics, and client needs with exceptional communication and negotiation skills.

Accountabilities (Deliverables)

- Delivery and maintenance of the regional HS2 Growth Strategy
- Development of key strategic relationships both regionally and nationally
- Delivery of strategic infrastructure schemes across the region

Responsibilities (Duties)

- Lead on strategic collaboration and advise key stakeholders in delivery of HS2 & other strategically related project and programme opportunities and develop comprehensive strategies and plans to maximise benefits.
- The provision of timely, accurate and cohesive input to the required internal and external project/programme delivery processes as appropriate.
- Lead in the facilitation of strategic programme decision-making, work closely with senior leadership to align projects with the business strategies.
- Represent the WMCA at monthly stakeholder briefings, providing advice and direction to peers at local authorities.
- Identify and cultivate strategic partnerships that align with organizational goals.
- Serve as the primary point of contact for key clients, ensuring their needs and expectations are met.
- Build and nurture strong relationships, understanding client objectives and aligning them with forecasted benefits as outlined in the HS2 Growth Strategy.

Strategic

- Provide strategic project/programme management advice and leadership on the development of multi-disciplinary projects across the HS2 Growth Programme and other strategic projects as directed by the Head of HS2 & Strategic Partnerships.
- Develop and implement strategies to enhance stakeholder benefits and to improve overall engagement effectiveness.
- Act as a trusted advisor, guiding clients in making informed decisions to achieve their strategic objectives

People

- Lead in presenting proposals to senior management, elected members and the public through a variety of media including public meetings, presentations to boards and organising publicity activities and materials.
- Collaborate with internal and external teams to ensure a cohesive approach to client engagement.

Operational

- To identify, analyse and solve problems and barriers to delivery.
- Identify areas for improvement and implement strategies to optimise partnership outcomes.
- Facilitate internal and external communication between departments to enhance overall client experience.

Financial

- Liaise regularly with the Finance department to ensure example projects are within budget.

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	Essential / Desirable		How Evidenced?		
Candidates/post holders will be expected to demonstrate the following:					
Experience	E	D	A	I	T
Proven experience in strategic project/programme management across multiple stakeholder organisations	X		X	X	
Proven experience of having worked in a senior political position with direct engagement with the public & private sectors	X				
Proven project management experience with the ability to handle multiple priorities simultaneously.		X	X	X	
Experience of developing and nurturing strategic project & programme relationships and providing strategic advice to delivery partners	X		X	X	
Proven experience in undertaking strategic project and programme negotiations	X		X	X	
Skills / Knowledge	E	D	A	I	T
A proven track record of managing successful strategic relationships with internal and external stakeholders	X		X	X	
Strong negotiation, influencing, and relationship-building skills.	X		X	X	
In-depth knowledge of tools used to develop strategic projects and programmes at both regional and national levels	X			X	
Proven ability and experience of innovation and exploring new ways of working	X			X	
Ability to positively influence partners, colleagues, and clients through a balance of supportive and challenging behaviours		X	X		
Excellent verbal and written communication skills, with the ability to articulate complex ideas clearly and concisely.	X		X	X	
Analytical mindset with the ability to interpret data and make data-driven decisions to help solve complex problems	X		X	X	

Qualification / Education / Training	E	D	A	I	T
Degree in business operations management and communications or equivalent experience	X		X		
APM or similar in project management	X		X		

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

Job Evaluation Details

Date Evaluated	Job Family	Level/Grade	JEP Reference
		SCP42-46	

