



Job Description

Job Title:	Project Manager - Community Environment
Directorate/Team:	Strategy, Economy and Net Zero
Location:	16 Summer Lane or other site/location
Salary Band:	TBC
Responsible to:	Head of Environment
Responsible for:	N/A
Key working relationships: (internal)	Other members of the Environment Team, TfWM, Housing and Property, Finance, Legal, Procurement
Key working relationships: (external)	Local authority officers, local councillors, community groups, academic institutions, consultants, government agency officers (DEFRA and the Environment Agency), regional businesses

Purpose of the Post

The WMCA Environment Team covers the thematic areas of air quality, natural environment, climate adaptation and circular economy. To ensure effective delivery, we need to mobilise a significant number of stakeholders across the region, and demonstrate how they can support regional outcomes in these areas. The Community Environment Project Manager is central to ensuring that the WMCA's environment programme reflects the communities and wider stakeholders of the region. Further, the postholder will work strategically to develop the vision for WMCA's role, including developing partnerships with funding organisations and identifying gaps and opportunities for scale and transformation across the programme.

Accountabilities

The postholder will lead the delivery of the WMCA community environment programme and will be accountable to key regional stakeholders. This includes lead officers in local authorities, the West Midlands Community Environment Network, regional environmental groups, wider community organisations with an interest in the environment sector, and government bodies such as Defra and its arm's-length bodies (Natural England, the Environment Agency and the Forestry Commission). The postholder will also work closely with internal WMCA teams, including the Communications Team and Transport for West Midlands, and may be accountable to funding bodies where external grants support programme delivery.

They will be responsible for ensuring that all project outcomes are delivered on time and within budget, managing contractors and external partners, and fostering effective collaborative relationships to support coordinated delivery. The role will also ensure that learning and outcomes are shared across the region to inform and strengthen related work undertaken by others.

Responsibilities

Strategic

- Critically review existing WMCA environment plans/ initiatives/ guidance notes and provide a more cohesive approach to engaging and supporting work at the community level.
- Ensuring the West Midlands Community Environment Network reaches its full potential through partnership working with stakeholders across the WMCA.
- Prepare well-structured reports for various political boards, including the Overview and Scrutiny Committee, and the WMCA Board.

- Produce and/or present briefing notes or reports relating to the environment community projects to leadership or external partners.
- Conduct ongoing monitoring and review of initiatives and campaigns to ensure continuous learning, effective performance, and informed improvements over time.
- Work flexibly and with integrity to meet the needs of the WMCA and the Environment Team.

People

- Build and maintain effective working relationships with stakeholders across the WMCA, local authorities, and external partners to deliver community engagement projects related to the environment.
- Coordinate multi-stakeholder workshops to build collaboration, share learning, and identify strategic opportunities.
- Manage consultants appointed to support the delivery of any community environment work, ensuring they deliver project milestones to time and budget.
- Represent the WMCA in a professional manner at relevant external forums, conferences and meetings.

Operational

- Provide project management leadership of the development and implementation of the community environment programme, which includes the natural environment, air quality, climate adaptation, circular economy and wider behaviour change and engagement projects
- Manage the West Midlands Community Environment Network and its projects and programmes, including any external funding or additional roles that may be created.
- Identify and secure funding for community-facing project delivery to support WMCA's environment outcomes.
- Implementing a robust monitoring and evaluation of activities to track the progress and impact of community outreach projects.
- Lead on the communication of engagement and delivery opportunities with interested stakeholders.
- Lead on relevant procurement of goods and services as well as effectively managing external consultants and suppliers to aid in the delivery of the Environment Team communication programme.
- Manage the delivery of community environment projects and initiatives, ensuring they are co-ordinated with other similar priorities and activity across other teams and directorates at the WMCA

Financial

- Work with internal and external stakeholders to ensure project costing information is accurate and up to date.
- Ensure value for money and follow the appropriate governance processes for dealing with any financial activities.

Other

- Represent the WMCA in a professional manner.
- Undertake 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?		
Experience		E	D	A*	I*	T*
Previous work with community groups		x		x	x	
Track record of project or programme management		x		x	x	
Track record of multi-stakeholder engagement		x		x	x	
Track record of project data management		x		x	x	
Previous work in the environment sector		x		x	x	
Skills / Knowledge / Abilities		E	D	A*	I*	T*
Proficient IT user of MS Office, Excel, Teams, SharePoint		x		x	x	

Ability to deliver solutions and practical programmes of work with a wide range of stakeholders	x	x	x	
An understanding of programme/project management and reporting processes including stakeholders, risks, budget, monitoring and evaluation.	x	x		
Excellent organisational skills, capable of working independently and self-motivating to have a real impact.	x	x		
Ability to manage multiple priorities under pressure, trouble-shoot, and to meet short- and long-term deadlines.	x		x	
Strong conceptual and analytical skills, able to review information and determine the best approach.	x		x	
Excellent stakeholder and relationship management skills and experience	x	x	x	
Excellent interpersonal skills, able to confidently persuade and inform key senior stakeholders and work effectively as part of a fast-paced team	x	x	x	
Understanding of relevant policy agendas and their significance	x	x	x	x
Knowledge of the environment and climate change policy context at a national, regional and local level.		x	x	
Clear commitment to creating a fairer, greener, healthier West Midlands	x	x	x	
Qualification / Education / Training	E	D	A*	I*
Degree in a relevant subject or equivalent professional qualification	x		x	
Project Management Qualification or commitment to commencing relevant course	x		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.
Business Continuity	Business Continuity All staff should actively participate in business continuity training and exercises when required, ensuring they understand and follow business continuity plans and procedures to maintain organisational resilience during disruptions.
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 checked="" type="checkbox"/>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

Job Evaluation Details

Date Evaluation Agreed	JEP Reference	Grade	Job Family
29/11/24	JEP478	SP36-SP40	