



### Job Description

<b>Job Title:</b>	Governance Officer - Transport
<b>Directorate/Team:</b>	Delivery Directorate – Transport Portfolio
<b>Location:</b>	16 Summer Lane
<b>Responsible to:</b>	Governance & Assurance Manager - Transport
<b>Responsible for:</b>	0
<b>Key working relationships:</b> (internal)	Governance and Assurance Manager, Programme Leads, Project and Programme teams, Transport Portfolio Office functions, Governance & Scrutiny team and wider TfWM teams.
<b>Key working relationships:</b> (external)	Local Authority partners including officers from constituent and non-constituent local authorities.

### Purpose of the Post

You will be responsible for coordinating and managing governance activities for key strategic leadership Transport for West Midlands portfolio meetings. This is an important role which underpins the smooth delivery of the integrated governance of projects and programmes, on behalf of the Transport Portfolio Office within Transport for West Midlands.

### Accountabilities

- Deliver comprehensive and high-quality administrative/secretariat services in support of the Transport for West Midlands' Leadership Groups and other senior meetings as required.
- Provision of administrative support to the management of the Strategic Transport Officers' Group meetings.
- Ensure chairs, accountable officers and local authority officers are aware of and follow the provisions of the West Midlands Combined Authority's constitution; that meeting processes adhere to the constitution's requirements; and all other appropriate policies and procedures.
- Maintain compliance, rigor and support the integration of governance within the broader Transport and WMCA architecture
- Ensure there is a seamless route for projects and programmes to communicate performance and enable senior level decision-makers to support progress.
- Contribute towards the development of policies and procedures that maintain and enhance the Transport for West Midlands and West Midlands Combined Authority's governance arrangements and decision-making processes.

Responsibilities
Strategic
<ul style="list-style-type: none"> <li>• Work flexibly and with integrity to meet the needs of the WMCA, Transport for West Midlands and the Delivery Directorate function</li> <li>• Provide support for the Transport for West Midlands decision-making processes, including attending any meetings, in order to record the discussions held and decisions reached, as and when required</li> <li>• Support on agenda planning meetings with chairs, relevant directors/senior officers and external stakeholders</li> <li>• Support the development and implementation of systems and processes which streamline requirements and eliminate duplication</li> <li>• Prepare reports to the West Midlands Combined Authority's corporate meetings and briefing notes to on-going matters relevant to the work of the Governance Services team, as directed by the Governance &amp; Assurance Lead - Transport.</li> <li>• Represent the Governance &amp; Assurance Lead - Transport or the Governance &amp; Assurance Manager - Transport at meetings as required</li> </ul>
People
<ul style="list-style-type: none"> <li>• Work closely with directors, accountable officers, local authority officers, chairs and other appropriate officers to maintain forward plans for meetings.</li> <li>• Support the Governance &amp; Assurance Manager in the management of the Transport Portfolio calendar in setting up key governance meetings/groups and associated tasks.</li> <li>• Support report writers, accountable officers and external stakeholders to ensure the Transport for West Midlands's meetings comply with its constitution, national legislation/guidance and established best practice.</li> <li>• Undertake any work arising from the Transport for West Midlands's Leadership Groups, Designated Sign Off meetings and STOG, ensuring all directors and accountable officers, as appropriate, are aware of decisions and actions requiring their attention.</li> <li>• Support the Governance &amp; Assurance Manager to manage and monitor the dedicated Transport Portfolio Office mailbox.</li> <li>• Provide ad hoc administrative support to the Head of Transport Portfolio, as and when required</li> <li>• Work with colleagues, commercial, risk, document control, as part of the Transport Portfolio Office, to ensure a co-ordinated approach to governance and information that supports programme and project control requirements.</li> <li>• Be an active member of the Delivery Directorate and provide a high standard of customer service to partners, stakeholders and directorate team members.</li> <li>• Escalate any politically sensitive, or critical matters to the Governance &amp; Assurance Manager, the Governance &amp; Assurance Lead - Transport or the Head of Transport Portfolio</li> </ul>
Operational
<ul style="list-style-type: none"> <li>• Support the Governance &amp; Assurance Manager in the coordination and management of the Transport Portfolio calendar in setting up key governance meetings/groups and associated tasks.</li> <li>• Support on agenda planning meetings with chairs, relevant directors/senior officers and external stakeholders,</li> <li>• Coordinate the circulation of agenda papers and reports for meetings in sufficient time and to appropriate individuals so that national legislation is complied with, and the West Midlands Combined Authority's processes and standards are followed.</li> </ul>

- Prepare the minutes of leadership groups to ensure an accurate and correct record of the meetings are kept and decision notices published promptly post-meetings
- Be responsible for the auditable maintenance of records of items following decisions and approvals using relevant software
- Ensure complete records of the agendas, reports, minutes, associated papers, emails including recordings are kept by the Transport Portfolio Office of key senior and governance meetings, on behalf of the Transport for West Midlands Delivery Directorate
- Managing guests and visitors to the building attending senior leadership meetings, on behalf of the Transport Portfolio Office
- Support on training & development matters to Delivery Directorate in respect of governance, quality and assurance, as part of project controls, and in line with the West Midlands Combined Authority's relevant policies.

### Financial

- Being able to follow the appropriate governance processes for dealing with any financial activities, to ensure value for money is achieved for the transport portfolio.

### Other

- Represent the WMCA in a professional manner
- Undertaking such tasks as may reasonably be expected commensurate with the scope and level of the role.
- May be required to work outside normal office hours on an occasional basis to attend meetings or meet deadlines

## Person Specification

Candidates/post holders will be expected to demonstrate the following:	Essential / Desirable		How Evidenced?		
Experience	E	D	A*	I*	T*
An administrator, who is self-motivated and able to work on own initiative.	X		X	X	
Experience of co-ordinating, preparing and providing support to meetings; including meeting invites, circulating agendas and papers, note taking and following up and progressing actions.	X		X	X	
Experience of working in a sensitive political environment.		X	X		
Experience of assimilating and understanding unfamiliar areas of law.		X	X		
Good understanding of governance practices.		X	X		
Experience of working in a multi-disciplinary programme and/or project team.		X	X	X	
Skills / Knowledge	E	D	A*	I*	T*
Strong attention to detail including observational, analytical, and organisational skills.	X		X		
Proactive and creative approach to problem solving.	X		X	X	

Ability to support on a variety of meetings including organising and engagement activity with a variety of stakeholders.	X		X	X	
Has an aptitude for forming and maintaining stakeholder relationships both internal and external.	X		X	X	
Strong interpersonal and communication skills, with a high standard of written English	X		X	X	
Proficient in MS Office applications including the ability to write and edit meeting notes, reports and presentations, develop briefings and manage calendars and scheduling activity.	X		X		
Able to demonstrate awareness and appreciation of confidential or sensitive matters, and to demonstrate the appropriate discretion in the management of this information.	X		X	X	
Effective time management skills and ability to work independently as well as a member of a cross-functional team.	X		X	X	
Ability to deliver within tight deadlines, work well under pressure and demonstrate agility, drive and a solution focused attitude.	X		X	X	
Local government knowledge and experience, including working with elected members and the public is desirable but not essential.		X	X		
<b>Qualification / Education / Training</b>	<b>E</b>	<b>D</b>	<b>A*</b>	<b>I*</b>	<b>T*</b>
GCSE level or equivalent	X		X		

\*Key: A = Application, I = Interview, T = Testing/Assessment

<b>Core Expectations</b>	
<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
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
19/05/2025	JEP580	SP25-SP29	