

Job Description

Job Title:	Project Manager - Nature
Directorate/Team:	Strategy, Economy and Net Zero
Location:	16 Summer Lane or other site/location
Responsible to:	Senior Natural Capital Programme Manager
Responsible for:	Nature Projects Delivery Officer
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, Natural England and Environment Agency) and other national and regional natural environment stakeholders

Purpose of the Post

The WMCA's natural environment programme has developed significantly since the production of our first Natural Environment Plan. The Local Nature Recovery Strategy (LNRS) and Local Investment in Natural Capital (LINC) programme, have identified projects and actions across the region that are at different stages of delivery and investment readiness. This post will bring leadership and a focus on project delivery, working with other colleagues in the Environment Team and stakeholders, to bring nature projects through a pipeline process to attract investment and/or grant funding and progress priority activities from the LNRS. This will involve working closely with internal and external stakeholders.

Accountabilities

The postholder will be a key part of delivering the WMCA natural environment programme and will be accountable to key regional stakeholders in that role. This includes lead officers in project delivery roles at local authorities, environmental NGOs (e.g. Wildlife Trusts) and arm's length bodies (including Natural England and the Environment Agency). There may also be accountability to funding bodies through the course of the work, where grant is secured for delivery.

Responsibilities

Strategic

- Manage the key projects within the natural environment programme, including those identified for the WMCA to lead on as part of implementation of the LNRS and manage the progression of the nature project pipeline and Nature Investment Hub.
- Lead on strategic collaboration across stakeholders and projects and identify opportunities for stakeholder projects to deliver regional priorities for the natural environment, particularly aligned to the LNRS, climate adaptation, inclusive growth, and social impact.
- Working flexibly and proactively, with integrity, to meet the needs of the WMCA and the team.

People

- Build and maintain effective working relationships with stakeholders across the WMCA, local authorities, and external partners.
- Coordinate multi-stakeholder workshops to build collaboration, share learning, and identify strategic opportunities.

- Work with internal and external stakeholders to produce an annual impact report.
- Provide specialist technical support to project delivery organisations.
- Lead on the communication of engagement and delivery opportunities with interested stakeholders
- Provide 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.
- Represent the WMCA at relevant external forums, conferences and meetings.
- Manage the Nature Projects Delivery Officer.

Operational

- Secure funding for natural environment programme project delivery
- Provide project delivery organisations/teams with focused 1-2-1 project support to help them transition their projects from concept to delivery; this will predominantly be through the established project pipeline and onto the Nature Investment Hub (the WMCA's market-facing investment platform)
- Lead on the monitoring, evaluation and reporting of project progress and impact through delivery. Support the Senior Natural Capital Programme Manager with reporting against requirements.
- Working closely with the Senior Natural Capital Programme Manager, playing a key role in supporting the delivery of the West Midlands LNRS, in accordance with Defra's requirements and WMCA's processes and procedures.
- Take 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.
- Ensure Project Execution Plans (PEPs) and Programme Plans are initiated and kept up to date for each project including risk and issue management.
- Undertake scheme documentation management, including development of file structures, version control and archiving, ensuring all project documentation is appropriately stored in shared/accessible areas.
- Working with WMCA Assurance in order to support projects through the internal Strategic Assurance Framework (SAF) and corporate change management processes as required.
- Provide project pipeline analysis/reports for interested funders and investors.
- Manage or support consultant led projects.

Financial

- Work with internal and external stakeholders to ensure project costing information is accurate and up to date.
- Work with internal and external stakeholders to ensure all funding and investment quantum are captured and reported.
- Support the wider work on nature markets and green finance to attract private investment into natural environment projects.
- Manage 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.
- Undertake accurate monthly project reporting including costs, funding, schedule and risks and issues.
- Responsible for allocated budgets, raising purchase orders and approving invoices.
- Ensure value for money and follow the appropriate governance processes for dealing with any financial activities.
- Work with WMCA Finance and Investment in Senior Natural Capital Programme Manager to produce annual funding and investment reports.

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
Using/interpreting natural capital data and metrics	X		X	X	
Co-ordinating, interpreting and reporting on environmental projects	X		X	X	
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		X	X	
Experience in both traditional and agile delivery, as well as optimisation methodologies, tools and techniques.		X	X		
Experience of building relationships with a range of stakeholders	X		X	X	
Experience of people management skills in a project environment, including managing team workloads to ensure successful delivery.	X		X	X	
Experience of devising and implementing stakeholder management strategies, including negotiating with key stakeholders, in a project or programme environment.	X		X	X	
Track record of delivering complex and significant projects and programmes to time, cost and standard.	X		X	X	
Skills / Knowledge	E	D	A	I	T
Excellent technical, analytical and project management skills.	X		X	X	
Excellent verbal & written communication and interpersonal skills.	X		X	X	
Proficient IT user of MS Office, Excel, Teams, SharePoint	x		x	x	
GIS data management, spatial analysis, mapping		x	x	x	
Power BI / dashboard development and data visualisation		x	x	x	
Understanding of natural capital and ecosystem services	x		x	x	
Understanding of nature finance and funding	x		x	x	
Good communicator able to form strong working relationships	x		x	x	
Ability to work within a team or alone on concurrent schedules with tight deadlines.	X		X	X	
Ability to successfully manage multiple projects simultaneously using project management techniques in a programme environment	X		X	X	
Ability to compile clear and concise technical and non-technical reports for a range of political, professional and lay-person audiences.	X		X	X	
Ability to work to tight deadlines and meet funding and operational targets.	X		X	X	
Ability to work in partnership and make positive contribution to project and programme teams.		X	X		
Qualification / Education / Training	E	D	A	I	T
Degree in a relevant subject or equivalent professional experience.	X		X		
Formal project management qualification, such as PRINCE 2 Foundation certification or proven experience working at this level.	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.
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	JEP Reference	Grade	Job Family