



Job Description

Job Title:	Programme Manager Building Retrofit
Directorate/Team:	SENZ/Energy Capital
Location:	16 Summer Lane or other site/location
Responsible to:	Head of Delivery Building-Retrofit
Responsible for:	Project Managers
Key working relationships: (internal)	Direct reports, Head of Delivery, Internal senior leadership teams, finance, legal, procurement, SAF teams, Project Managers, and the WMCA Managed support team.
Key working relationships: (external)	Local authority officers, Housing Associations, Department for Energy Security and Net Zero (DESNZ), various Supply Chain and Innovation stakeholders.

Purpose of the Post

The primary objective of this role is management of the Devolved Building Retrofit Pilot programme. This involves the production of business cases, resourcing, management of funding streams, project consultancy, project delivery and monitoring. The programme includes oversight of multiple strategic and place-based net zero projects across the West Midlands and development of a further pipeline of future projects into the Building Retrofit programme.

The aim of the programme is to ensure that the West Midlands delivers the £167m Building Retrofit Pilot programme to support its ambitions to achieve a just transition to net zero by 2041. It involves close working with partners including Local Authorities, Housing Associations and Private Landlords to ensure successful delivery of the programme.

This is a major delivery programme with strong innovative elements, requiring input from a wide range of stakeholders. The role holder will be responsible for successful programme execution, meeting its objectives, timelines, within budget, and ensuring that learning from the programme is communicated with key stakeholders. Key responsibilities include programme planning, management of team and wider stakeholders, management of risks, undertaking procurement, progress tracking, and issue resolution. The Programme Manager must maintain a view of the overall programme, proactively address challenges, and ensuring that each stakeholder aligns with and contributes to the overarching programme goals and wider ambitions of the team and WMCA.

Accountabilities

- Lead the development and implementation of the Building Retrofit Pilot programme, ensuring that programme outcomes are achieved within set budgets and timeframes
- Build cross organisational and stakeholder support for the need for efficient and place based planning
- Be responsible for monitoring and reporting to both internal and external funding bodies such as DESNZ and MHCLG on a periodic basis. This may include developing impact measurement criteria in order to evaluate project success in conjunction with members of the Delivery team.
- Be responsible for creation, storage and management of programme documentation, ensuring that this is stored appropriately in shared/accessible areas and that access to any sensitive information is restricted appropriately.

Responsibilities
Strategic
• Be responsible for all programme risk registers and management of risks and issues arising throughout the programme, ensuring that key risks are notified to senior leadership, appropriate business partners and escalated where appropriate, working closely with WMCA Assurance, Finance and Legal. • Work with stakeholders to ensure strategic retrofit on a placed based approach is embedded across multiple teams • Work with WMCA Assurance in order to lead projects through the internal Strategic Assurance Framework (SAF) and corporate change management processes as required. • Work flexibly and with integrity to meet the needs of the WMCA and the Energy Capital Team.
People
• Build and maintain strong collaborative relationships with strategic partners, delivery partners and key stakeholders • Work with local authorities, housing associations, public bodies and other colleagues to identify wider measures that can be incorporated into the programme such as opportunities to explore flexibility as an alternative to silo working and delivery • Lead and manage the programme team effectively, providing leadership, direction and mentoring, ensuring that tasks are resourced suitably and that a positive team spirit is cultivated, in line with the values of the WMCA and the Energy Capital team • Oversee the internal programme team in preparing internal and external project reports and ensure these are accurate and support the wider reporting requirements of the project. • Represent WMCA in a professional manner at all times.
Operational
• Oversee the development and implementation of robust programme management processes and ensure that the programme team works effectively to manage these processes • Review programme performance/data and flag any issues or areas of concern. • Lead the development and implementation of the programme, ensuring that programme outcomes are achieved within set budgets and timeframes., including those that are the responsibility of external stakeholders. • Providing high-quality written and oral briefings, policy advice, and reports for a range of internal and external stakeholders. • 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.
Financial
• Be responsible for programme budget management, working with the project team and WMCA finance leads, including verification and authorisation of costs, monitoring and reconciliation, budget forecasting and profiling as may be required. • Provide support to the directorate with engagement of legal, procurement, financial and other advice where identified, including managing external procurement activities as required. • Adhere to all policies, practices and procedures with regard to financial management, legal matters including procurement and those associated with the workforce including Health and safety promoting employee engagement and ensuring good practice is in place. • Ensure Value for Money and follows the appropriate governance processes for dealing with any financial activities.
Other

- Undertaking such tasks as may reasonably be expected commensurate with the scope and level of the role.
- Essential car user and occasionally working outside of WMCA Offices.

Person Specification

Candidates/post holders will be expected to demonstrate the following:	Essential / Desirable		How Evidenced?		
Experience	E	D	A	I	T
Experience of managing complex programmes (Construction/Development led programme experience is desirable)	X		X	X	
Experience of managing net zero projects	X	X	X		
Experience of leading and working with a variety of stakeholders to achieve and communicate shared goals	X		X		
Experience of developing systems and processes to support project and programme appraisal, implementation and delivery	X		X	X	
Experience of building and leading effective programme delivery teams	x		x	X	
Skills / Knowledge	E	D	A	I	T
An understanding of programme management and reporting processes including stakeholder management, information management, risk and issues management, monitoring and control, change management, financial monitoring	X		x	X	
Understanding of the energy sector including the aims and objectives of achieving Net Zero	x		X	x	
Strong attention to detail including observational, analytical, and organisational skills.	X		X		
High level numeracy skills inc. budgeting, data analysis, calculations, and trends.	X		X		x
Advanced Excel skills including formula understanding and ability to create and manage workbooks and sheets including Microsoft Project	X		X		x
Able to effectively communicate with and manage both internal and external customers.	X		x	X	
Able to develop and lead a team of internal staff and external stakeholders effectively	X		x	X	
Ability to plan and forecast effectively to identify the need to adapt programme processes, deliverables, schedules, resources and budgets	X		X	x	
Advanced proficiency in MS Office applications including the ability to write and edit reports and presentations, formatting charts and graphs, managing calendars and scheduling activity	X		x		X
Ability to work in an environment where programme/project deliverables and processes may be uncertain or change over time, and lead management of change effectively	x		x	X	x
Ability to manage multiple priorities under pressure, trouble-shoot, and to meet short- and long-term deadlines.	X		X	X	x
Programme management experience or knowledge within one of the following areas: energy and environment; construction or development led delivery	X		x		
Qualification / Education / Training	E	D	A	I	T

Project Management Qualification APM/RICS/COIB or equivalent	x		x		
Degree in a relevant subject or equivalent professional experience	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	Job Family	Level/Grade	JEP Reference
17/10/25		SP42-SP46	JEP665