



## Job Description

<b>Job Title:</b>	Project Manager
<b>Directorate/Team:</b>	Chief Executive / Transformation
<b>Location:</b>	16 Summer Lane
<b>Responsible to:</b>	Senior Programme Manager
<b>Responsible for:</b>	N/A
<b>Key working relationships:</b> (internal)	Colleagues and teams as appropriate to the programme of work assigned
<b>Key working relationships:</b> (external)	Regional colleagues across WMCA local authorities

## Purpose of the Post

To provide project management leadership to the development and implementation of agreed projects associated within the WMCA Transformation Programme.

This role will be leading on one of the following four initiatives:

- **Systems Change:** Overseeing the transformation of internal systems and processes to increase organisational agility, improve processes, and optimise operational efficiency, aiming to equip the organisation to respond rapidly to external pressures, minimise duplicative efforts, and establish streamlined and compliant processes.
- **Partnerships:** Strengthening internal and external partnerships, fostering collaboration, and driving shared outcomes. enhancing the effectiveness and impact of partnerships by mapping existing partnerships and assessing their effectiveness to identify opportunities for enhanced collaboration. Developing and implementing a framework for prioritising and managing stakeholder relationships to maximise impact, aligning partnership initiatives with strategic goals to ensure they deliver measurable and sustainable improvements.
- **Organisational Structure:** this programme focuses on aligning WMCA's structure with its strategic priorities to enhance organisational efficiency, ensuring the delivery of organisational design initiatives that align with place-based strategy delivery and the organisation's broader transformation goals.
- **Cultural transformation:** to support the evolution of the People Strategy. The role aims to foster empowerment, enhance employee engagement, and ensure the workstream's objectives are met in collaboration with related programme areas.

The Project Manager will provide project management and support from initiation, development stages through to implementation, delivery and closedown. The role will be required to ensure that project outcomes are delivered to time and budget.

## Accountabilities

Ensure the delivery of transformation initiatives in alignment with the relevant organisational strategy, ensuring timelines, budgets, and objectives are met.

Act as a primary point of contact for the relevant initiatives within the transformation programme.

To manage and continuously monitor specific projects and programmes to ensure satisfactory progress and consistent delivery of projects aligned to the agreed funding, outputs and timescales.

To establish and lead effective working arrangements with multiple internal and external stakeholders to provide guidance and updates on the development of projects and programmes.

## Responsibilities

### Strategic

- Working flexibly and proactively, with integrity, to meet the needs of the WMCA Transformation programme.
- Supporting corporate aims and objectives and business plan.
- Identifying emerging trends in project management and their opportunities and potential impact on the WMCA.
- Ensuring that full evaluations are undertaken as part of the post project review and that lessons learned are recognised, captured and disseminated alongside best practice across the organisation.

### People

- Building strong collaborative relationships with strategic partners, delivery partners and key stakeholders, ensuring delivery of the project through partnership working and best practice, ensuring that commitments are met and that expectations are exceeded.
- Working closely with stakeholders and the internal programme team to prepare internal and external project reports and ensure these are accurate and support the wider reporting requirements of the project.
- Providing, as appropriate, technical expertise, knowledge and application of best practice during the development and delivery of projects and programmes.
- Providing support as necessary and as required with the engagement of stakeholders and at consultation events.
- Presenting proposals to and negotiating with stakeholders to develop and agree projects briefs and PIDs, including plans.

### Operational

- Developing, implementing and maintaining robust project processes and systems ensuring that project aims, and objectives are satisfactorily met and evidenced including timelines and critical paths.
- Creating and coordinating risk registers for projects/programmes to document and monitor agreed mitigations, working closely with WMCA Assurance and Finance.
- Reviewing project performance/data and flag any issues or areas of concern.
- Ensuring that project documentation produced for reporting, review and approval is done so in a timely, accurate and cohesive manner, ensuring that the language and terminology used is suitable for the intended recipients.
- Taking 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.
- Ensuring Project Execution Plans (PEPs) and Programme Plans are initiated and kept up to date for each project including risk and issue management.
- Undertaking scheme documentation management, including development of file structures, version control and archiving, ensuring all project documentation is appropriately stored in shared/accessible areas.
- Providing 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.
- Working with WMCA Assurance in order to support projects through the internal Strategic Assurance Framework (SAF) and corporate change management processes as required.

### Financial

- Financial and procurement authority as set out in WMCA's scheme of delegation.
- Managing the commercial matters to ensure that cost forecasts and accounting protocols are in place and maintained up to date with the Finance partner.
- Undertaking accurate monthly project reporting including costs, funding, schedule and risks and issues.

- Ensuring 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.
- Represent the WMCA in a professional manner.
- Adhering 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.

### Person Specification

Candidates/post holders will be expected to demonstrate the following:	Essential / Desirable					How Evidenced?	
	E	D	A	I	T		
<b>Experience</b>							
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						
Experience in both traditional and agile delivery, as well as optimisation methodologies, tools and techniques.		X					
Experience of building relationships with a range of stakeholders	X						
Experience of people management skills in a project environment, including managing team workloads to ensure successful delivery.	X						
Experience of devising and implementing stakeholder management strategies, including negotiating with key stakeholders, in a project or programme environment.	X						
Track record of delivering complex and significant projects and programmes to time, cost and standard.	X						
<b>Skills / Knowledge</b>	E	D	A	I	T		
Technical, analytical and project management skills.	X						
Verbal & written communication and interpersonal skills.	X						
Strong management skills of virtual project teams within a matrix management model.	X						
Ability to use project management software to control & monitor projects & improving decision-making.	X						
Ability to work within a team or alone on concurrent schedules with tight deadlines.	X						
Ability to successfully manage multiple projects simultaneously using project management techniques in a programme environment	X						
Ability to compile clear and concise technical and non-technical reports for a range of political, professional and lay-person audiences.	X						
Ability to work to tight deadlines and meet funding and operational targets.	X						
Ability to work in partnership and make positive contribution to project and programme teams.			X				
<b>Qualification / Education / Training</b>	E	D	A	I	T		
Project Management Qualification or commitment to commencing relevant course.	X						
A good standard of education, including maths and English at GCSE or equivalent level.	X						

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

## Core Expectations

<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.

<b>Value</b>	<b>Competency</b>	<b>Behaviour</b>
<b>Collaborative</b>	Team Focussed	Works as part of team, managing and leading.
	Service Driven	Customer, resident, and partner focussed.
<b>Driven</b>	Empowered & Accountable	Takes ownership and leads when needed.
	Performance Focused	Ambitious and going the extra mile.
<b>Inclusive</b>	'One Organisation' Mindset	Believe in each other's expertise.
	Open & Honest	We do what we say we are going to do.
<b>Innovative</b>	Forward Thinking	Embrace change and open to new possibilities.
	Problem Solving	Go for clear and simple whenever possible.

## Additional Post Requirements

<b>Essential Car User</b>	<b>Politically Restricted Post</b>	<b>Disclosure and Barring Service (DBS)</b>				<b>Vetting</b>
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

<b>Date Evaluation Agreed</b>	<b>Level/Grade</b>	<b>JEP Reference</b>
13.12.24	SP36-SP40	