



Job Description

Job Title:	Delivery Manager – Supplier Readiness and Transformation Fund (DRIVE 35)
Directorate/Team:	Strategy, Economy and Net Zero
Location:	16 Summer Lane
Responsible to:	Senior Delivery Manager/ Head of Business Programmes
Responsible for:	Up to 2 direct reports
Key working relationships: (internal)	Cross Directorate, WMCA assurance, governance, finance, legal and procurement
Key working relationships: (external)	Central Government Departments, Local Authority partners and project or programme delivery leads/providers, wider project, or programme level stakeholders, industry and business groups

Purpose of the Post

The Delivery Manager leads the end-to-end commissioning and delivery of complex programmes aligned with WMCA strategic priorities.

They ensure outcomes are achieved through strong stakeholder engagement, robust governance, and effective people, project and budget management.

This specific Delivery Manager post will oversee the successful delivery of the regional West Midlands DRIVE 35 Pilot, the Supplier Readiness and Transformation Fund (SRTF). This capital grant programme is dedicated to supporting the electrification transition in West Midlands automotive manufacturing.

Accountabilities

- To drive successful delivery of the SRTF regional grant pilot, ensuring projects are delivered on time, within budget, and achieve measurable economic impact.
- To manage the full grant lifecycle - from industry engagement and expression of interest through appraisal, award administration, delivery, and post-award monitoring - ensuring compliance with governance, funding and monitoring requirements.
- To ensure grant awards and industry delivery plans align with local and national priorities, supporting innovation, SME growth, and supply chain development in the automotive sector.
- To lead coordination across diverse stakeholders, including local authorities, businesses, and regional partners, ensuring delivery is collaborative and evidence-based.
- To manage governance structures for the programme, including convening and supporting the Programme Board and Appraisal Panel, ensuring decisions are transparent, timely, and compliant.
- To manage, coach, and support a team of up to 2 direct reports.
- To develop evidenced-based bids, business cases, delivery plans, and reports to a high standard.
- To oversee adherence to governance, legal, financial, and risk management protocols.
- To maintain strategic awareness of political trends, levers, and legislation relevant to the role.
- To represent the WMCA in internal and external forums, supporting relationship-building with key partners.
- To monitor and report on programme KPIs, including investment leveraged, jobs created, and SME participation, providing accurate and timely updates to senior leadership and external stakeholders including government.
- To identify, assess, and mitigate delivery risks, escalating issues promptly and implementing corrective actions to maintain programme integrity.

Responsibilities

Strategic

- Mobilise and oversee delivery of the SRTF regional grant pilot, ensuring alignment with organisational goals and regional economic priorities.
- Ensure programme objectives are clearly defined and aligned with strategic outcomes, including SME growth, supply chain development, and innovation.
- Work proactively with industry and sector groups to build a pipeline of high-quality opportunities, ensuring alignment with regional priorities and maximising impact.
- Develop insight-led proposals and high-quality reports.
- Lead or contribute to organisational change initiatives informed by lessons learned from the pilot.
- Shape and maintain governance frameworks for the programme, ensuring Programme Board and Appraisal Panel operate effectively and transparently.
- Translate regional and national policy priorities into actionable delivery plans, ensuring alignment with automotive sector objectives.
- Coordinate cross-functional activity to ensure efficient service delivery and compliance.
- Drive innovation and continuous improvement in grant processes and programme delivery.
- Work flexibly and with integrity to meet the needs of the WMCA and its Economy function.

People

- Represent the WMCA in a professional manner at events, consultations, and strategic boards.
- Build collaborative relationships across public, private, and voluntary sectors to support programme success
- Influence and manage delivery partners and politically sensitive stakeholders.
- Positively represent Directorate internally and externally in a professional manner.
- Champion success stories through case studies and contribute to corporate messaging.
- Lead team performance management and prioritise effectively in a changing environment.
- Promote a high-performance culture through leadership, mentoring, and staff development.
- Uphold and promote the values of the WMCA, exhibiting strong leadership and improvement focus.
- Act as a key point of contact for government departments, ensuring timely communication and alignment on programme objectives.
- Facilitate collaboration between industry partners and public sector stakeholders, resolving conflicts and maintaining trust.

Operational

- Manage the full grant lifecycle - from industry engagement and expression of interest through application, appraisal, award administration, delivery, and post-award monitoring - ensuring compliance with governance and funding requirements.
- Apply project and programme management methodologies to deliver complex initiatives from concept through to implementation.
- Design and implement robust grant appraisal processes, ensuring fairness, transparency, and compliance with funding criteria.
- Develop project documentation, delivery plans, monitoring frameworks and evaluation processes that meet internal priorities and external requirements.
- Oversee grant portfolio performance, ensuring projects deliver agreed outputs and achieve value for money in delivery.
- Oversee post-award monitoring and evaluation, ensuring funded projects deliver agreed outputs and outcomes.
- Embed evaluation into programme design and delivery, ensuring learning informs future planning and contributes to directorate-wide continuous improvement.
- Monitor and report on programme KPIs, including investment leveraged, jobs created, and SME participation, providing accurate updates to senior leadership and government.
- Maintain accurate audit trails and documentation for all grant decisions, supporting external scrutiny and assurance, including related to subsidy control requirements.
- Identify risks and develop mitigation plans, ensuring effective issue resolution and decision-making processes.
- Harness data and insight to identify service challenges and opportunities for innovation or reform.

- Produce high-quality briefings, performance reports, presentations and “lessons learned” documents tailored to diverse audiences, including senior leaders and external partners.

Financial

- Manage delegated budgets and maintain strong financial oversight of grant awards and programme income and expenditure.
- Optimise resource allocation to maximise efficiency and cost-effectiveness, ensuring value for money and transparent use of public funds.
- Ensure grant payments are processed accurately and in line with agreed milestones, maintaining strong financial controls.
- Forecast grant expenditure and manage variances proactively, reporting to senior leadership and governance boards.
- Monitor financial performance and identify opportunities for savings or investment.
- Provide financial insights to stakeholders regarding project expenditure.
- Follow the appropriate governance processes for dealing with any financial activities.

Other

- Ensure compliance with regulatory and organisational governance.
- Champion continuous improvement by capturing lessons learned from the pilot, informing future regional funding programmes.
- Undertake such tasks as may reasonably be expected commensurate with the scope and level of the role.
- Ensure compliance with subsidy control and procurement regulations, mitigating legal and reputational risks.

Person Specification

Candidates/post holders will be expected to demonstrate the following:	Essential / Desirable		How Evidenced?		
	E	D	A*	I*	T*
Experience	E	D	A*	I*	T*
Experience of managing programme delivery from inception to evaluation	X		X	X	
Track record of delivering grant programmes or similar		X	X	X	
Experience of writing high-quality, evidence-based delivery plans, board papers, and performance/impact reports.	X		X	X	
Line management	X		X		
Experience of managing politically sensitive issues and multi-partner environments at a strategic and local level.		X	X	X	
Experience of budget management and financial planning.	X		X	X	
Experience designing and operating programme, including preparation of board papers and decision records.		X	X	X	
Experience of designing and implementing monitoring & evaluation frameworks, KPIs and benefits tracking		X	X	X	
Experience of portfolio management across multiple projects, including risk/issue management and change control.	X		X	X	
Skills / Knowledge	E	D	A*	I*	T*
Knowledge of governance, legal, and financial requirements in public programmes	X		X	X	
Strong stakeholder engagement and influencing capability	X		X	X	
Ability to lead and prioritise multiple workstreams in a fast-paced setting	X		X	X	
Confident presenter and public representative		X		X	
Commitment to WMCA values and continuous improvement	X		X		

Understanding of regional economic development and industry engagement; automotive sector knowledge (supply chains, innovation, skills) or ability to rapidly acquire this expertise	X		X	X	
Ability to engage and collaborate effectively with industry partners and sector bodies, building trust and driving participation in grant programmes	X		X	X	
Knowledge and understanding of political trends and levers, regulatory changes, legislative processes and emerging initiatives relevant to subject matter expertise		X	X	X	
Strong attention to detail to include observational, analytical, and organisational skills	X		X	X	
Advanced proficiency in other MS Office applications including ability to write and edit reports, presentations, formatting charts and graphs, managing inboxes, calendars and scheduling activity	X		X		
Data literacy: advanced Excel for analysis/monitoring; ability to translate data and qualitative insight into actionable recommendations		X	X		
Familiarity with evaluation and Value for Money approaches (e.g., logic models, theory of change, HMT Green Book/5 Case)		X	X		
Commercial awareness and ability to assess value for money, ensuring funded projects deliver economic impact and meet agreed outputs		X	X	X	
Understanding of WMCA and LA partners		X	X	X	
An understanding of claim processes and management including financial and performance monitoring aspects.	X		X	X	
Knowledge of subsidy control and public procurement basics relevant to grants and commissioning.		X	X		
Qualification / Education / Training	E	D	A*	I*	T*
GSCE Maths and English to Grade 5/6 equivalent	X		X		
Project management qualification		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 <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