



Job Description

Job Title:	Project Officer
Directorate/Team:	Delivery Directorate
Location:	16 Summer Lane
Responsible to:	Project Manager – Delivery Directorate
Responsible for:	
Key working relationships: (internal)	Project Manager, Programme Lead, Programme coordination, document control colleagues. Internal stakeholders as required by the project/s.
Key working relationships: (external)	External stakeholders as required by the project/s.

Purpose of the Post

The Project Officer will support the project manager executing infrastructure delivery projects for the directorate. The post holder will be responsible to the project manager and will support the coordination of project management functions for delivery teams across a mode specific programme (Rail, Roads, or Metro).

Working directly with the Project Manager, this role will be an integral part of project teams, supporting stakeholder communications and completion of project deliverables. You will support the management of critical project activities and assist in the production of reporting for scope, cost, time, and quality and work with colleagues to minimise risk. Where necessary, you will deputise for the project manager.

Accountabilities (Deliverables)

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Responsibilities (Duties)

- Support completion of the project management plan for each project, assisting in the management of resources, processes, application of controls and structure/governance to support its successful delivery.
- Support the coordination of critical project activities, cost, time, and quality utilising project management resources informing a pro-active approach and supporting mitigating actions/plans where necessary.
- Support stakeholder communications at project level, ensure projects are progressing and deliverables are achieved in a compliant manner, particularly regarding statutory and technical compliance items (CDM, H&S, partner stage-gate processes).
- Work with colleagues across portfolio and technical services to assist completion of deliverables for commercial, procurement and enabling services to support successful delivery of the project/s, in line with business case/s.
- Support project level governance and reporting requirements.
- Support the production of project level reporting ensuring accuracy of information and transparency of status/performance.
- Working autonomously, ensure timely coordination of project activities and take a pro-active approach to problem solving in relation to schedule, time and quality, to ensure a successful outcome.
- Deputising for the Project Manager in boards/meetings where required and actively managing/communicating with a broad range of internal and external stakeholders and partners on behalf of the project.

Other

- The duties and responsibilities in this job description are not exhaustive and the jobholder may be required to undertake other duties within the general scope of either the level or nature of the post.

Person Specification (How Evidenced Key: A = Application, I = Interview, T = Testing/Assessment)

Requirements Candidates/post holders will be expected to demonstrate the following:	Essential / Desirable		How Evidenced ?		
	E	D	A	I	T
Experience					
Some experience delivering major infrastructure projects, as part of a project team, preferably for Transport (Rail, Roads, or Metro).	X				
Experience supporting and coordinating the work of multi-disciplinary project teams.	X				
Experience supporting the management of project controls, governance, and reporting (cost, time, quality).	X				
Experience working with internal and external stakeholders/partners/funders on behalf of a project.		X			
Experience supporting project teams with completion of project deliverables in line with governance and approval methods.	X				
Experience of working in a sensitive political environment, and the ability to manage stakeholders both internal and external.		X			
Skills / Knowledge	E	D	A	I	T
Good numeracy skills and understanding of project management methods and controls (cost, time, quality)	X				
Ability to work with a wide range of stakeholders and partners (internal and external)	X				
Familiarity with procurement and contract methods, preferable NEC, and/or a willingness to develop more experience in this area.		X			
Good organisational, written, and verbal skills.	X				
Ability to work well under pressure, demonstrating agility, drive, and solution focused attitude.	X				
Qualification / Education / Training	E	D	A	I	T
Degree in relevant subject e.g., Project Management, Civil Engineering, Construction, or similar.		X			
Professional project management qualification or equivalent experience: APM, PMP, Prince 2		X			

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 as necessary to enable it to
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	successfully discharge its own responsibilities in relation to health, safety, and wellbeing.
Equality Diversity & Inclusion	Promote and champion equality, diversity, and inclusion 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)		
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Standard <input type="checkbox"/>	Enhanced <input type="checkbox"/>	None <input type="checkbox"/>

Job Evaluation Details			
Date Evaluated	Job Family	Level/Grade	JEP Reference