

## **Job Description**

**Post Title:** Project Support Officer

**Directorate:** Midlands Connect: Programme Directorate

**Direct Reports:** 0

**Salary Band:** SP23 - SP27

**Key Relationships:** Team colleagues, Midlands Connect partners (including Local Transport Authorities) National Agencies (e.g., Network Rail and National Highways).

### **Role Purpose**

This role will be responsible for supporting Programme Leads within the Midlands Connect Programme directorate in the delivery of projects to cost, time and quality.

### **Responsibilities**

To provide assistance to the Programme Leads in the following areas of project management:

1. To support the delivery of project(s) as identified in Midlands Connect Annual Business Plan (ABP)
2. Ensure that project management best practice is identified and utilised throughout the Project Delivery process
3. To support delivery of project(s) within the programme directorate to cost, time and quality. These projects may include (but not limited to):
  - a) Research / feasibility studies and business cases for road, rail and integrated public transport interventions
  - b) Research, feasibility studies, business cases and coordinating/promotion of New Technologies projects like Electric Vehicle Charging Infrastructure, Alternative Fuel technologies, Integrated Ticketing, Mobility as a Service and Future of Mobility etc
4. To support in the management of procurement activities such as developing tender specifications, assessing, and appointing suppliers and contractors, working in line with the procurement team within the approved procurement framework
5. Managing consultants work on a day-to-day basis including setting up, leading and minuting progress meetings, reviewing progress reports and monitoring progress against programme and budget
6. Review consultant technical reports to ensure they are of the required quality and meet the brief
7. Internal programme and cost reporting, including providing explanation for programme and cost variances, and working with Programme Leads / Managers to identify mitigations at a task and wider programme level

8. To support in the identification and management of risks and issues on projects, ensuring they are mitigated and continuously monitored
9. Support the Programme Leads / Managers with stakeholder and partner engagement on the project, including setting up Project Boards, workshops, developing a stakeholder log and ensuring stakeholders and partners remain well briefed and well informed of progress on individual tasks and workstreams
10. Ensure that lessons learnt as part of the post project review are recognised and implemented as appropriate in the development & delivery of the Midlands Connect ABP/project/programme going forward
11. To undertake project-specific technical work under the guidance of the Programme Leads / Managers on internally delivered tasks , that may include:
  - a) Data analysis using tools such as GIS, Excel and Access
  - b) Qualitative and quantitative (internet-based) research to support technical work completed internally
  - c) Producing and condensing technical and non-technical reports to make them suitable for our Centre of Excellence platform.

## Person Specification

<i>Please specify (X) whether the experience required is Essential (E) or Desirable (D)</i>			<b>Assessment Method</b>		
<b>Experience</b>	E	D	App*	Int**	Other***
Experience and capability of working in a public sector environment.		X		Y	
An understanding of Project management methodologies	X		Y	Y	
Experience of managing a project with a good understanding on what is: <ul style="list-style-type: none"> <li>• Effective risks management</li> <li>• Management of project budgets</li> <li>• Creating a detailed project plan</li> </ul>		X			
Aptitude to be able to deal with complex problems	X		Y		
Excellent interpersonal skills to assist working with partners		X		Y	
A vision for positive change in transport		X		Y	
An understanding of what forms business case		X		Y	
<b>Skills/Knowledge/Abilities</b>	E	D	App	Int	Other
Excellent analytical skill	X		Y		
Excellent Interpersonal skills	X			Y	
Attention to detail	X		Y		
Corporate Governance		X		Y	
Working with People	X			Y	
Creating & Innovating	X			Y	
Delivering Results and Meeting Expectations		X	Y		

Cross Functional Awareness		X	Y		
Planning and Time Management	X		Y		
<b>Qualifications/ Professional Memberships</b>	E	D	App	Int	Other
Educated to A Level or equivalent	X		Y		

\* Application

\*\* Interview

\*\*\* Details will be shared at interview stage

## Core Expectations

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 Focused	Works as part of team, managing and leading.
	Service Driven	Customer, resident, and partner focused.
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.

### Health and Safety

All employees have a duty to take reasonable care for the health and safety 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 and safety.

### Equality and Diversity

To promote and champion equality and diversity in all aspects of the role

### Learning and Development

To participate in and take responsibility of any learning and development required to carry out this role effectively.

### Performance Management

To actively engage in the performance management process and take responsibility for managing performance outcomes.

### GDPR (General Data Protection Regulation)

To 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.

### Other

There may be a requirement to work outside normal office hours on occasion to meet work deadlines, give presentations, attend meetings etc., including a requirement to work within stakeholder and partner offices within the WMCA Constituent area on a regular basis