



Job Description

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| Job Title: | Project Officer (OPSI) |
| Directorate/Team: | EHSC |
| Location: | 16 Summer Lane or other site/location |
| Responsible to: | Strategic Lead – Inclusive Communities |
| Responsible for: | 0 |
| Key working relationships: (internal) | All WMCA directorates – Particularly health and communities, skills and careers, the homelessness taskforce and housing |
| Key working relationships: (external) | Local Authorities; Public Health, Police, Fire, VCFSE, Home Office, MHCLG, DCMS, OHID, MOJ, and other government departments as appropriate |

Purpose of the Post

To support the delivery of projects, including the provision of support in reporting processes, data analysis, liaising with stakeholders to gather and disseminate information and supporting colleagues to deliver high-quality projects, under the guidance of the relevant project Lead, or designated Project / Programme Managers.

Accountabilities

- To contribute to the development and delivery of projects from inception to completion, to time, budget, quality and safety standards in accordance with best practice and WMCA's processes and procedures.
- To prepare and submit appropriate documentation to ensure the progression of schemes through the appropriate assurance process both internally and externally.
- To ensure reporting requirements are met for the projects, and that information is collected in a timely fashion to share with funding partners.
- **To facilitate and support the delivery of partnership meetings including** The OPSI strategic steering group, the OPSI operational group, the OPSI workstreams and other ad hoc meetings as the work develops.

Responsibilities

Strategic

- Working flexibly and proactively, with integrity, to meet the needs of the WMCA and the Office for Public Service Innovation function.
- Supporting corporate aims and objectives and business plan.
- Ensuring plans and activities in area of work reflect wider strategic priorities.
- Helping to ensure lessons learnt and good practice is integrated into future projects and programmes.
- Working with WMCA Assurance to support project proposals through the internal Strategic Assurance Framework (SAF) processes.

People

- Building strong collaborative relationships with strategic partners, delivery partners and key stakeholders and responding to communications from stakeholders in a timely manner, that builds confidence in and the reputation of the Directorate and WMCA.
- Representing the team and the WMCA at meetings with stakeholders as necessary.
- Enabling the sharing of information across the partnership, developing and running networking sessions, events, managing the relevant website and social media channels and following and sharing the activities of partners.
- Working with Project Managers to ensure 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.
- Assisting the project / programme teams as necessary and as required with the engagement of stakeholders and at consultation events.
- Liaising with WMCA Communications colleagues to develop appropriate, relevant and timely communications activities.
- Supporting in the development and project definition stages of projects and initiatives to ensure the effective handover in preparation for implementation, working closely with and on behalf of sponsors.
- Working with internal and external project leads to support project development and implementation activity including compliance and submission processes.
- Providing full meeting support to Boards/Groups/Forums that have been established to support project development/implementation.
- Providing support to the directorate with engagement of legal, procurement, financial and other advice where identified, including external commissioning as required.

Operational

- Working closely with the Project Managers in the design and delivery of schemes and initiatives from initial feasibility design stage to completion, in accordance with the scheme sponsor's requirements and WMCA's processes and procedures.
- Analysing and visualising data to aid the communication of technical information to project partners in an accessible manner.
- Ensuring effective Health and Safety management of all project elements, including adherence to the relevant and current legislation and providing visibility to senior management of any issues of note.
- Undertaking scheme documentation management, including development of file structures, version control and archiving.
- Assisting with the commissioning and management of consultants as appropriate to support project and programme development.
- Assisting reporting project progress as necessary at each relevant stage of the approved project lifecycle process.
- Assisting Project Managers in developing and maintaining schedules, risk registers, quality documentation, project plans, budget records and other associated project management documentation.
- Assisting with the preparation of reports/briefing notes as necessary on the status of any projects for senior management, appropriate committees and any other relevant boards or stakeholders.

Financial

- Working with WMCA Finance leads to provide support in managing project budgets, including verification and authorisation of costs, monitoring and reconciliation, budget forecasting and profiling.
- Managing the approval of orders for goods and services using the Finance system and track their progress, then record when goods and services have been received.
- Supporting the development of effective financial reporting processes to ensure robust management audit and risk controls are secured.
- Supporting funding bids by gathering relevant information and drafting bid responses.
- Obtaining accurate cost estimates to enable schemes to be progressed through various stages.
- Ensuring eligibility and compliance of project expenditure to minimise irregularities and validate funding claims.
- Ensure Value for Money and follow the appropriate governance processes for dealing with any financial activities.

Other

- Deputising for Project Managers as required.
- Represent the WMCA in a professional manner.
- Undertake such tasks as may reasonably be expected commensurate with the scope and level of the role.

| Person Specification | | | | | |
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| 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 supporting and coordinating projects and programmes | X | | X | X | |
| Experience of working effectively with a variety of stakeholders to achieve and communicate shared goals | X | | X | | |
| Experience of dealing with projects that impact on the general public and/or other multiple stakeholders. | X | | | | |
| Experience of developing systems and processes to support project and programme appraisal, implementation and delivery | X | | X | X | |
| Understanding of basic financial management and budgets. | | X | X | X | |
| Experience of monitoring & evaluation | | X | X | X | |
| Knowledge and experience of Public Sector organisations | | X | X | X | |
| Skills / Knowledge | E | D | A* | I* | T* |
| Knowledge of government funding streams, including skills, employment, and economy areas. | | 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 works books and sheets | X | | X | | |
| Able to effectively communicate with both internal and external customers. | 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 | | |
| Effective time management skills and ability to work independently as well as a member of a cross-functional team is essential. | X | | X | | |
| Ability to manage multiple priorities under pressure, trouble-shoot, and to meet short- and long-term deadlines. | X | | X | X | |
| Qualification / Education / Training | E | D | A* | I* | T* |
| Degree in a relevant subject or equivalent professional experience | | X | X | X | |
| A good standard of education, including maths and English at GCSE or equivalent level. | X | | | | |
| Formal project management qualification, such as PRINCE 2 Foundation. | | X | | | |

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

| Core Expectations | |
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| 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 |

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| | 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. |
| Matrix Working | Work in a matrix way when required by actively collaborating across traditional boundaries—such as directorates, functions, or geographic areas—to achieve shared goals. Depending on your role, you may contribute to multiple projects or workstreams, often working alongside different teams and leaders. |
| Business Continuity | All staff should actively participate in business continuity training and exercises when required, ensuring they understand and follow business continuity plans and procedures to maintain organisational resilience during disruptions. |
| 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

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| Collaborative | We work as one organisation, building trust, connection and shared purpose across teams and partners to create the biggest impact for our region. |
| Inclusive | Every voice matters – we create belonging, fairness and psychological safety so everyone can thrive. |
| Innovative | We think future and act smarter – embracing curiosity, creativity and continuous improvement to shape the future. |
| Driven | Focused on impact – leading with clarity, care and courage to deliver meaningful results for the West Midlands. |

Our culture is built on collective leadership, where everyone plays a part in shaping how we work and succeed together. Guided by our values, we create an environment where people feel valued, supported and able to contribute their best. Through behaviours grounded in clarity, care and courage, as set out in our Leadership Statement we are making the West Midlands Combined Authority the best place to work and belong.

Additional Post Requirements

| Politically Restricted Post | | Disclosure and Barring Service (DBS) | | | | Vetting | |
|------------------------------|--|--------------------------------------|--|-----------------------------------|-------------------------------|------------------------------|--|
| Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> | Basic <input type="checkbox"/> | Standard <input checked="" type="checkbox"/> | Enhanced <input type="checkbox"/> | None <input type="checkbox"/> | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |

Job Evaluation Details

| Date Evaluation Agreed | JEP Reference | Grade | Job Family |
|---------------------------|---------------|-----------|------------|
| 8/5/2026 | JEP823 | SP30-SP34 | |
| Position Reference | | | |