



**West Midlands  
Combined Authority**

## **Job Description**

**Post Title:** Transport Skills Academy Adviser

**Directorate:** Network Resilience

**Reports to:** Head of Transport Skills

**Direct Reports:** 0

**Salary Band:** SP25-SP29

**Key Relationships:** WMCA teams, Schools, Careers Advisers, Young People, Communities, Employers, Training Providers, and relevant government departments.

### **Role Purpose**

The Transport Skills Academy (TSA) aims to develop high-quality future technical leaders by upskilling the existing workforce and encouraging new entrants into a career in highways and transportation.

The focus of this role is on making connections and building relationships with a range of stakeholders (schools, colleges, businesses, training providers, etc) to promote, raise awareness of, and increase participation in, the Transport Skills Academy and the range of services it offers. The post holder will help create an aspirational approach for young people to enter the sector, through schools, colleges, universities, and communities, to meet the increasingly high demand for engineering and other skills.

### **Responsibilities**

- Develop and maintain an annual project plan to include the aims, objectives and activities associated with successfully increasing engagement with target groups. Using project management software, to report on progress and achievements. The project plan will set out stakeholders, key activities, dependencies, risks, marketing, and communications approach as well as any other areas the post holder identifies as required.

- Deliver a series of work experience activities with schools, colleges, and universities to encourage their thinking about careers in the sector, where opportunities exist, and the different job roles associated with working in the West Midlands
- Make presentations to a range of different audiences, using MS PowerPoint, which will help to communicate information about the TSA.
- Work with internal colleagues, such as Communications, to deliver activities that will assist with promoting work activities; whether that be to update a website, produce a flyer or provide information through social media that raises the profile of the TSA
- TFWM has established a Learning Network Group across all directorates where a representative member disseminates latest updates on training and development for existing employees and Apprentices. The group has been supporting the TSA by making contributions in shaping training provision based on employee needs and this post is required to support the development of the group going forward.
- Produce reports as required (usually monthly) to inform our internal groups and structure on performance and progress against project plans
- Word to produce a range of documentation and Teams which will support the management of diary and meetings internally/externally.
- You will be a team worker and able to make connections across the organisation to better inform others of your work and support the delivery of your project plan.

## 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***
Evidence of working with young people to support the delivery of the work experience programme, to include presentations, leading and managing group activities and developing sessions	X		X		
Evidence of successfully managing projects, utilizing effective project management methodologies to ensure projects are delivered to time and budget	X		X	X	
Evidence of successfully managing budgets, including forecasting and reporting		X	X		
<b>Skills/Knowledge/Abilities</b>	E	D	App*	Int**	Other***
Knowledge of apprenticeships and career pathways to support young people and existing employees in making choices for training and development.	X			X	
Confidence in making connections with people, motivating, and inspiring them to achieve results.		X	X	X	

Poise and an engaging, empathetic communication style based on natural warmth and enthusiasm					
Evidence of enrolling the commitment and buy-in of others into new products and services					
Ability to use a range of Microsoft Office tools such as Excel to manage the project budget,	X		X		
Able to use MS Word to produce a range of documentation and MS Teams to support the management of diary and meetings internally/externally					
A self-confident, extroverted style that can enliven, engage, and positively impact individuals and groups					
Comfortable with working in a fast paced and results oriented environment and role, with a strong commitment to achieving results					
Ability to work with people at different levels within an organization to gain support and buy-in		X	X	X	
Self-starter, well organized and with a higher-than-average attention to detail, and the ability to prioritize		X	X	X	
<b>Qualifications/ Professional Memberships</b>	E	D	App*	Int**	Other***
Qualification in Project Management, or an equivalent qualification		X	X		
An appropriate membership to an organization appropriate to the job description – in the field of careers advice, business management or equivalent		X	X		

\* 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 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.

### **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