



Job Description

Job Title:	Programme Coordinator – Transport Portfolio Office
Directorate/Team:	Delivery Directorate – Transport Portfolio Office
Location:	16 Summer Lane
Responsible to:	Portfolio Lead– Transport Portfolio Officer
Responsible for:	N/A
Key working relationships: (internal)	Portfolio Coordinator, Programme Lead, Document Control and Governance colleagues, WMCA (West Midlands Combined Authority) corporate colleagues (particularly finance, business, legal and governance) internal and external stakeholders as required.
Key working relationships: (external)	external stakeholders as required.

Purpose of the Post

Manage the day-to-day planning, coordination and implementation/completion of critical activities for the programme in support of programme, project and delivery teams.

The post holder will be responsible for ensuring the programme operates adequately in support for the programme lead, managing key correspondence, contributing to the planning and completion of critical path milestones, lead the coordination of actions/activities to complete approvals/assurance/governance and stakeholder communications on behalf of the team.

The post holder will work closely with the Programme Lead ensuring dependent resources (internal and external stakeholders in programme, project and delivery teams) stay informed, are enabled to act in service of the core programme, to time, quality and budget.

Accountabilities (Deliverables)

- Generate project reports and provide subsequent analysis, actions or recommendations as required on behalf of the programme.

Responsibilities (Duties)

- Provide support to the programme, project and delivery teams, coordinating critical activities and managing the flow of information across the programme
- Support, coordinate and administer the completion of key programme activities and information flows in accordance with agreed governance processes and calendars, programme plans, critical path activities assurance and risk work, financial/budget/commercial reporting and administration, resource management planning and compliance requirements.

Strategic

- Contribute to the continuous improvement of best practice project, programme, and process management in the portfolio.
- Establish and implement policies and processes that ensure successful coordination of programme activities.
- Contribute and support to continuous improvement of project and programme management processes.

Operational

- Provide support to the programme lead. executing the coordination of critical activities, managing the flow of information across the programme (planning, governance, compliance and completion).
- Support, coordinate and administer the completion of key programme activities and information flows in accordance with agreed governance processes and calendars, programme plans, critical path activities assurance and risk work, financial/budget/commercial reporting and administration, resource management planning and compliance requirements.

- Facilitate governance and assurance meetings for the programme, own and manage the governance calendar, facilitate and administer workshops, engagement events and other ad hoc stakeholder meetings as required
- Work with document control, commercial, governance, information management and risk colleagues to ensure the programme is being executed in a transparently and compliantly, enabling timely decision-making in support of critical path activities.
- Support the preparation of monthly and quarterly performance reporting requirements for programme, board and executive level meetings as required.
- Facilitate governance and assurance meetings for the programme, own and manage the governance calendar, facilitate and administer workshops, engagement events and other ad hoc stakeholder meetings as required.

Other

- Manage communications on behalf of the programme lead, to the wider team, directorate, and key internal and external stakeholders.
- 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?		
Experience	E	D	A	I	T
Proven experience in a coordination role, preferably as part of a project team/within a programme/project environment.	X		X		
Experience working with multi-disciplinary teams and coordination critical path tasks, milestones, approvals and completing complex administrative tasks (governance meetings, facilitating workshops, reporting).	X			X	
Experience preparing and publishing board papers and creating agendas for governance boards/meetings (programme/project) and undertaking secretariat duties.	X			X	
Experience working in the public sector, preferably as part of a project/programme team.		X	X		
Experience raising/administering Purchase Orders and working with Common Domain Environments/Document/Commercial and Programme Control Systems/Databases/Software.		X	x	x	
Skills / Knowledge	E	D	A	I	T
Excellent analytical skills, able to review information and determining the best approach	X			X	
Excellent interpersonal skills, able to confidently persuade and inform key senior stakeholders (internal and external)	X			X	
Ability to work effectively as part of a fast-paced team	X		x	X	
The desire to learn and develop		x	X	X	
Qualification / Education / Training	E	D	A	I	T
Minimum Level 4 qualification/equivalent experience in business administration/similar subject	x		x		
Qualification in business administration/project mgmt.: NVQ, APM (Association for Project Management)		x	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 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 checked="" type="checkbox"/>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Standard <input type="checkbox"/>	Enhanced <input type="checkbox"/>	None <input checked="" type="checkbox"/>

Job Evaluation Details

Date Evaluated	Job Family	Level/Grade	JEP Reference