



Job Description

Post Title:	Monitoring and Evaluation Officer
Directorate:	Employment, Skills, Health and Communities
Reports to:	Senior Delivery Manager (SDM)
Direct Reports:	upto 2 Project Managers

Key Relationships: Programme delivery providers including but not limited to colleges, universities, local authorities, private training providers, employers and Voluntary and Community Sector.

Role Purpose

To provide monitoring, evaluation and ongoing performance management of project/programme providers to ensure effective delivery of Employment, Skills, Health and Communities programmes delivered across the West Midlands. To include early mobilisation planning and design, contracting, performance and relationship management and programme compliance.

The role will ensure high standards of planning and delivery, by developing processes, tools, guidance, advice and support to internal colleagues and external project providers on all aspects of programme management.

This role will provide comprehensive overarching performance management support for a range of exciting new and existing projects across the Directorate.

Responsibilities

Compliance:

- Working with the Delivery Managers to develop and schedule reporting and monitoring processes, aligned to WMCA payment and performance processes.
- Ensuring that projects are delivered in line with the programme specifications, monitoring and evaluating outcomes.
- To assist Delivery Managers with advice and insights on provider performance including growth and underperformance or contractual disputes.
- Compiling, and presenting performance reporting information within set timescales.
- Monitoring performance of delivery providers (aligned to specific programmes) and associated activity, developing plans to address any underperformance or change requests.
- To work closely with the data team to ensure all internal reports are accurate and support the wider reporting requirements of the project and the WMCA.
- Use relevant data to ensure forecasting and planning is in line with the required delivery plan milestones.
- Deliver and manage effective and robust processes that meet the conditions of funding agreements and bodies, including Government departments that fund WMCA programmes.

- Adhere to all policies, practices, and procedures with regard to financial management, legal matters, and procurement and those associated with the workforce including Health and safety, promoting employee engagement and ensuring good practice is in place.
- Co-ordinate and support regular compliance audits, communicate findings and monitor execution of action plans.
- Track the status, submission and resulting actions from external and internal assurance reviews, for the programme and the projects.

Financial:

- Ensuring eligibility and compliance of project expenditure to minimise irregularities and validate funding claims.
- Working with finance and assurance colleagues to deliver the overall project compliance, reporting and assurance and prepare reports for both internal and external distribution.
- Monitor each provider's financial performance and contract spend against financial profiles.

Communication/Engagement:

- Working with delivery partners to support their compliance and submission processes from early project inception through to delivery and project close down.
- Build and manage effective relationships with delivery providers including but not limited to colleges, local authorities, private training providers, employers and Voluntary and Community Sector.
- Communicating regularly and effectively with delivery providers, key stakeholders, and the wider project team.
- 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

<i>Please specify (X) whether the experience required is Essential (E) or Desirable(D)</i>			Assessment Method		
Experience	E	D	App*	Int**	Other***
Experience of a contract management, performance management and/or compliance role.	E		*	**	
Experience of working effectively with stakeholders to achieve and communicate shared goals	E		*	**	
Experience of working with skills and employability and other government funding processes, documentation and submitting funding claims.	E		*	**	***
Skills/Knowledge/Abilities	E	D	App	Int	Other
Knowledge of government funding streams, including skills, employment and health areas.	E		*	**	
An understanding of claim processes and management including financial and performance monitoring aspects.	E		*	**	
High level numeracy skills inc. budgeting, data analysis, calculations, and trends.	E		*		***
Strong attention to detail including observational, analytical, and organisational skills.	E		*		***
Able to effectively communicate with both internal and external customers.	E		*		
Intermediate excel skills including formula understanding and ability to create and manage works books and sheets.	E		*		***
Advanced proficiency in other MS Office applications including the ability to write and edit reports and presentations, formatting charts and graphs, managing calendars and scheduling activity.	E		*		
Effective time management skills and ability to work independently as well as a member of a cross-functional team is essential.		D	*		
Delivery focus with ability to work to tight deadlines.		D	*		
Can exhibit the core values of the WMCA.		D	*		

* 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 as 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