



Job Description

Job Title:	Project Manager (SPOC) (Buildings Retrofit Pilot)
Directorate/Team:	Strategy, Economy and Net Zero (SENZ)
Location:	16 Summer Lane or other site/location
Responsible to:	Contracts Manager (Lead SPOC) (Buildings Retrofit Pilot)
Responsible for:	None
Key working relationships: (internal)	Energy Capital Team and SENZ
Key working relationships: (external)	Local authority and housing association officers, contractors, supply chain other retrofit delivery partners

Purpose of the Post

To Project Manage as one of the designated Single Point of Contact (SPOC), monthly monitoring, evaluation and support of stakeholder projects within the Energy Capital team's programmes, particularly the Buildings Retrofit Pilot.

The role will provide regular 1-2-1 meetings with stakeholders to manage the project monitoring, evaluation of monthly reporting, financial forecasting against baseline, and support from mobilisation, and the development stages through to implementation, delivery and closedown, directly with stakeholders. The role will be required to ensure that project outcomes, KPIs, milestones and in particular projects as part of the Buildings Retrofit Pilot are delivered to time, budget, and in accordance with compliance standards. Along with the support of the WMCA HUB Delivery and enabling teams, provide financial guidance, programme delivery and compliance support to individual stakeholders and other external partners as may be required. To RAG rate stakeholders overall performance based upon the monthly reviews and reporting throughout the delivery programme and to provide and action any additional support as may be required in collaboration with the WMCA HUB Delivery, enabling and Managed support teams

Accountabilities

- Provide project management support of the development and implementation of agreed projects, in particular within the Buildings Retrofit Pilot.
- As the Single Point of Contact (SPOC), responsible for the monitoring of various stakeholders' performance through the monthly reporting process, evaluating against baseline forecasts, KPIs, grant spend, and to RAG rate performance accordingly for each stakeholder.
- Provide stakeholder information to the line manager as part of the Mid Performance Review (MPR).
- Ensure stakeholder information is provided in regard to financial reconciliations.
- Ensure all project documentation is appropriately stored in shared/accessible areas.

Responsibilities

Strategic

- Developing, implementing, and maintaining robust project processes and systems ensuring that project aims, and objectives are satisfactorily met and evidenced, including timelines and critical paths.
- Building strong collaborative relationships with strategic partners, delivery partners, and key stakeholders, ensuring delivery of the project through partnership working and best practice, ensuring that commitments are met and expectations are exceeded.

<ul style="list-style-type: none"> Actively promote and ensure an effective working relationship between the project, stakeholders, and local authorities, ensuring effective stakeholder management and engagement with all other parts of the organization. Being an external advocate and representative of Energy Capital and the WMCA at meetings with stakeholders; building relationships and advocating the work of Energy Capital with local authority officers, housing associations, contractors, and other stakeholders.
People
<ul style="list-style-type: none"> Provide support and leadership to the project delivery team and stakeholders throughout the duration of the programme. Provide support to the line manager and other members of the project management team as required. Providing full meeting support to Boards/Groups/Forums that have been established to support project development/implementation. Including coordination and circulation of agenda and papers, recording, monitoring, and progressing actions.
Operational
<ul style="list-style-type: none"> Creating and coordinating risk registers for projects/programmes to document and monitor agreed mitigations, working closely with WMCA Assurance, Finance, and the delivery team. Reviewing project performance/data and flagging any issues or areas of concern. Monitor performance of KPIs, milestones, including forecasts and actuals throughout the delivery of the programme. Working closely with stakeholders and the internal project programme team to prepare internal and external project reports and ensure these are accurate and support the wider reporting requirements of the project. Managing communications and marketing activity associated with respective project, including drafting text for webpages and events as may be required. Arrange monthly visits directly with individual stakeholders to carry out SPOC assessments and monitoring as required
Financial
<ul style="list-style-type: none"> Assist in managing the approved project budget, forecasting and monitoring the budget throughout the project lifecycle, including verification and authorisation of costs, monitoring and reconciliation, budget forecasting, and profiling. Assist and provide stakeholder information for financial reconciliations in conjunction with the line manager and finance team. Providing support to the directorate with engagement of legal, procurement, financial and other advice where identified, including managing external procurement activities as required.
Other
<ul style="list-style-type: none"> 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. Casual car user and occasionally working outside of WMCA Offices

Person Specification					
Candidates/post holders will be expected to demonstrate the following:	Essential / Desirable		How Evidenced?		
Experience	E	D	A	I	T
Working within the energy sector or relevant industry			X		
Experience of managing projects	X		X	X	
Stakeholder engagement and management	X		X	X	

Experience of working effectively with a variety of stakeholders to achieve and communicate shared goals	X		X	X	
Experience of developing systems and processes to support project and programme appraisal, implementation and delivery	X		X	X	
Experience in achieving set milestones and financial forecasting through the delivery cycle	X		X	X	
Skills / Knowledge	E	D	A	I	T
Excellent analytical skills, able to review information and determining the best approach	X		X	X	
Excellent interpersonal skills, with the ability to confidently extract information, understand perspectives and persuade and inform key stakeholders	X		X	X	
<u>An understanding of programme/project management and reporting processes including stakeholder management, information management, risk and issues management, monitoring and control, change management, financial monitoring</u>	X				
Excellent communicator, with the ability to draft both technical and non-technical documents for a range of audiences with different knowledge levels	X		X	X	
The desire to help and support others; with a strong team ethic	X		X	X	
Ability to work effectively as part of a fast-paced, highly technical team	X		X	X	
The desire to learn and develop and continuously improve and help others to do so too	X		X	X	
Good IT skills, with experience of MS Office suite, particularly producing high quality documents in Word, Excel and Powerpoint or equivalent	X		X	X	
Excellent knowledge of Project Management process both pre and post stages	X		X	X	
Qualification / Education / Training	E	D	A	I	T
Degree in a relevant subject	X		X		
APM/RICS Qualification or similar	X		X		
Project Management Qualification	X				

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

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 so far as is necessary to 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.
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)				Vetting	
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Basic <input type="checkbox"/>	Standard <input type="checkbox"/>	Enhanced <input type="checkbox"/>	None <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Job Evaluation Details

Date Evaluation Agreed	Job Family	Level/Grade	JEP Reference