

MIDLANDS CONNECT JOB DESCRIPTION

Post Title	Stakeholder Management Officer (MRH)
Reporting to	Strategic Partnerships Lead
Team	Stakeholder & Comms Directorate
Direct Reports	0

KEY RELATIONSHIPS

Team colleagues, Department for Transport, Midlands Connect partners (including Local Transport Authorities), project funding and delivery partners (e.g. Network Rail project team, National Highways), PR and Communications experts from project partners.

ROLE PURPOSE

We are looking for a project stakeholder engagement specialist to join our team, to work across our major programmes, initially with a focus on Midlands Rail Hub (MRH), Local Electric Vehicle Infrastructure (LEVI) delivery and the East Midlands Freeport Wider Integrated Strategy for Energy, Road and Rail (WISERR). The individual will have experience of stakeholder engagement in public sector capital project delivery, whilst also understanding the complex political backdrop in which Midlands Connect operates. Some experience of strategic / project Comms will also be beneficial.

RESPONSIBILITIES

Whilst the specific responsibilities will vary from project to project, the range of responsibilities for the role is expected to include:

1. Engage with MC Project Directors and Project Managers to understand and support stakeholder engagement activities across the MC portfolio
2. Provide support to the Strategic Partnerships Lead in their wider corporate partnership engagement activities as required
3. On specific projects (initially Midlands Rail Hub, LEVI Delivery and EM Freeport 'Project WISERR'), develop and maintain a Stakeholder and Communications Strategy and Management Plan, that should include:
 - a) Identification and mapping of all project stakeholders, using a recognised project management approach (e.g. quadrant mapping);
 - b) Identification of relationship owners for each stakeholder, including where there might be Lead and Support roles, or where stakeholders are multi-faceted and the relationship owner is split depending on the purpose of engagement (e.g. train operators);
 - c) Working across the relevant project team (that may include external partners), support the development of a bespoke plan for each stakeholder / stakeholder group that includes identifying key activities, touchpoints, milestones, risks and opportunities, and develop a programme of stakeholder activity;
 - d) Working with Comms and PR colleagues, support the development of a parallel holistic / strategic Comms plan that supports the programme of technical work and stakeholder engagement activity, alongside ensuring that our projects retain a positive media profile as they develop.
4. Monitor activity and progress against the Stakeholder and Communications Strategy and Management Plan through established project governance meetings, and support the Project

Director and Strategic Partnerships Lead in preparing the input and reporting from working group level to strategic / director level governance meetings.

5. For those stakeholder relationships where Midlands Connect has been identified as the relationship owner, play an active role in delivering the stakeholder engagement plan developed at (1c).
6. Support the Director of Stakeholder Engagement and Communications with any specific political engagement activities to secure advocacy for the project.

PERSONAL 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 and capability of working in a public sector environment.		D	X	X	
Experience of undertaking stakeholder engagement on capital delivery projects, including: <ul style="list-style-type: none"> Stakeholder Mapping Dealing with specific stakeholder requirements in a project environment Understanding the risks that stakeholders pose on projects 	E		X	X	
An understanding of Project management methodologies		D	X	X	
Wider experience of managing a project with a good understanding on what is: <ul style="list-style-type: none"> Effective risks management Management of project budgets Creating a detailed project plan 		D	X	X	
Aptitude to be able to deal with complex problems and relationships	E		X	X	
Excellent interpersonal skills to assist working with partners	E			X	
Understanding of the role that PR and Comms activity plays in project development and securing stakeholder support		D			
A vision for positive change in transport		D		X	
Skills/Knowledge/Abilities	E	D	App	Int	Other
Excellent Interpersonal skills	E			X	
Attention to detail	E		X		
Corporate Governance		D		X	
Working with People	E			X	
Creating & Innovating	E			X	
Living our Values	E			X	
Delivering Results and Meeting Expectations	E		X		
Cross Functional Awareness	E		X		
Hybrid working		D	X		

Planning and Time Management	E		X		
Qualifications/ Professional Memberships	E	D	App	Int	Other
Educated to A Level or equivalent	E		X		

* Application

** Interview

*** Details will be shared at interview stage

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