

## **Job Description**

**Post Title:** Transport Innovation Programme Coordinator

**Directorate:** Transport for West Midlands: Policy, Strategy and Innovation

**Reports to:** Transport Innovation Portfolio Manager

**Direct Reports:** 0

### **Key Relationships:**

- Colleagues in WMCA
- Local Authority Transport Officers
- Funding Bodies UK and European
- Private sector partners
- Academic institutions
- Consultancies and agencies

### **Role Purpose**

To provide support for the smooth running of the Transport Innovation programme. The role will require supporting the Transport Innovation Portfolio Manager with Programme/Project management activities, as well as ensuring the correct Governance process is followed for each project.

### **Responsibilities**

- Responsible for the development, administrating and completing of reports and documents across the Transport Innovation projects portfolio, namely:
  - Organising meetings including preparing documentation, taking minutes, and circulating actions (and following these up to completion) and ensuring all meetings are in calendar.
  - Generating reports for internal/external boards and audit meetings
  - Document management, archiving and storage including ensuring security and privacy (e.g., GDPR) is maintained
  - Maintaining and monitoring an accurate status of bids and initiative, including updating the Bid Register - Monitoring the status of all incoming bids, gathering updates, ensuring

the approved bid process is followed and take necessary steps once awarded to convert to a project.

- To provide support in the development of the monthly project lead updates, ensuring all projects and programmes are created/archived when necessary and ensuring all project reporting is completed on time.
- Ensure the effective and accurate administration and support of the Transport Innovation Function including:
  - Support Transport Innovation recruitment related activities. Be responsible for onboarding new starters within the innovations team.
  - Event coordination (internal/external) – taking the lead on logistics for conferences, stakeholder engagement days, workshops, and events. This includes collating presentations, liaising with attendees and organizers, quote and venue sourcing, hospitality facilitation and attending as a representative.
  - Marketing support – Creation and maintaining of brochures, website updates, award submissions and presentations
  - Review and update team processes in agreement with WMCA procedures.
  - To work closely with the Single Assurance Framework (SAF) team and provide guidance and support to team on the internal approval process of Business cases.
- Support the Transport Innovation team with finance management, financial reporting, and administration. Responsible for coordinating and directing Project documentation and data management including project reporting management.
  - To lead on the completion of Timesheets, ensuring these are completed and signed off monthly and monitoring agreed staff recharge levels and provide any recommended adjustments to ensure the project stays within budget.
  - Raising, tracking and reporting on contracts, purchase orders and invoices while also being the main point of contact for all BusinessWorld tasks and enquiries.
  - Ensure all financial documents and information are up to date, including SmartSheet Project Lead updates and budget documents and that this information is reconciled with WMCA finance.
- Providing ad-hoc Directorate support when required

## 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***
Experience and capability of working in a public sector environment.		D		Y	
Experience of project support and administration	E			Y	
Experience of working on grant funded projects		D	Y	Y	
Experience of working in a multi-disciplinary team	E		Y		
Experience of supporting projects and initiatives with multiple public and private sector partners		D	Y		
Have Financial accounting experience / experience of financial documentation preparation	E		Y	Y	
<b>Skills/Knowledge/Abilities</b>	E	D	App	Int	Other
Knowledge of corporate governance systems and processes		D	Y		
Able to work effectively as part of a team	E			Y	
Excellent analytical skills	E		Y		Y
Excellent Interpersonal skills	E			Y	
Excellent attention to detail	E				Y
Able to deliver results and meet expectations	E		Y		
Cross functional awareness		D	Y		
Excellent time management and prioritisation skills	E		Y		
Demonstrate accurate, precise and well written standards of documentation and record keeping	E		Y	Y	
Be an advanced level user of Microsoft Office applications and best practice	E		Y	Y	
Have experience of using Smartsheets		D	Y	Y	
<b>Qualifications/ Professional Memberships</b>	E	D	App	Int	Other
Educated to Degree level or equivalent.		D	Y		
Formal project management qualification, such as PRINCE 2 Foundation		D	Y		

\* 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 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