

## **Job Description**

**Post Title:** Project Support Officer

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

**Reports to:** Transport Innovation Principal Project Lead

**Direct Reports:** 0

**Salary Band:** SP23 - SP27

**Key Relationships:** Team colleagues, WMCA colleagues, Local Authority Transport Officers, Academic institutions, Consultancies and agencies

### **Role Purpose**

This role will be responsible for supporting the Project leads with the delivery of projects to time, budget and quality, within the Policy, Strategy and Innovation (PSI) directorate.

### **Responsibilities**

- To support the delivery of capital project(s) and/or approved revenue funded project(s) for both internal facing and external parties (e.g.: LAs, Innovate UK, DfT, DCMS).
- To provide support in the management of the approved project budget as agreed and outlined by external parties e.g. Innovate UK.
- Be responsible for controlling project delivery, monitoring actual progress against baseline planned dates. Supporting the leads by putting measures in place where actual progress deviates adversely from the baselines identified during the planning stage.
- To support in the identification and management of risks and issues on projects, ensuring they are mitigated and continuously monitored.
- To support in the management of procurement activities such as developing tender specifications, assessing, and appointing suppliers and contractors, working in line with the procurement team within the approved procurement framework.
- Ensure that project management best practice is identified and utilised through the Project Delivery process.
- Where appropriate, working with the Project leads in the recruitment and appointment of consultants and/or specialists who may be required in delivery of allocated projects.
- Ensure that Lessons Learnt as part of the post project review are recognised and implemented as appropriate in the development & delivery of the project portfolio going forward.

- To produce and support on the internal and external project reporting as required in a timely and accurate manner.
- Build internal and external stakeholder awareness and support of development plans and new opportunities.

## 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	
An understanding of Project management methodologies	E		Y	Y	
Experience of managing a project with a good understanding on what is: <ul style="list-style-type: none"> <li>• Effective risks management</li> <li>• Management of project budgets</li> <li>• Creating a detailed project plan</li> </ul>		D			
Aptitude to be able to deal with complex problems	E		Y		
Excellent interpersonal skills to assist working with partners		D		Y	
A vision for positive change in transport		D		Y	
An understanding of what forms business case		D		Y	
<b>Skills/Knowledge/Abilities</b>	E	D	App	Int	Other
Excellent analytical skill	E		Y		
Excellent Interpersonal skills	E			Y	
Attention to detail	E		Y		
Corporate Governance		D		Y	
Working with People	E			Y	
Creating & Innovating	E			Y	
Living our Values	E			Y	
Delivering Results and Meeting Expectations		D	Y		
Cross Functional Awareness		D	Y		
Hybrid working		D	Y		
Planning and Time Management	E		Y		
<b>Qualifications/ Professional Memberships</b>	E	D	App	Int	Other
Educated to A Level or equivalent	E		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