



## **Job Description**

**Post Title:** Project Manager

**Directorate:** Employment, Skills, Health and and Communities

**Reports to:** Monitoring and Evaluation Officer

**Direct Reports:** 0

**Key Relationships:** WMCA assurance, finance, legal and procurement. Local Authority partners and project delivery leads/providers.

### **Role Purpose**

To lead on the development and implementation of agreed projects core to the Employment, Skills, Health and Communities Directorate, primarily supporting in the development and implementation of processes around existing and new funding streams and ongoing monitoring and analysis of data.

The role will provide project support from early initiation, development stages through to implementation and delivery. Providing tools, guidance, advice, and support to a wide variety of partners and delivery providers.

### **Responsibilities**

- Supporting on the development and implementation of agreed projects central to the Employment, Skills, Health and Communities Directorate.
- Develop, implement and maintain robust project processes and systems ensuring that project aims, and objectives are satisfactorily met and evidenced including timelines and critical paths.
- Provide update reports on the progress and outcomes of critical projects which are in planning and delivery stages to a variety of audiences.
- Creating and coordinating risk registers for projects/programmes to document and monitor agreed mitigations, working closely with WMCA Assurance and Finance.
- Work with WMCA Assurance in order support project proposals through the internal Strategic Assurance Framework (SAF) processes.
- Provide support to the directorate with engagement of legal, procurement, financial and other advice where identified, including external commissioning as required.

- Work with WMCA Finance leads to provide support in managing project budgets, including verification and authorisation of costs, monitoring and reconciliation, budget forecasting and profiling. Ensuring eligibility and compliance of project expenditure to minimise irregularities and validate funding claims.
- Review project performance/data and flag any issues or areas of concern.
- Have a good eye for detail, logical approach to process management and data analysis with an advanced knowledge of MS Excel.
- Support and maintain effective working relationships with strategic partners, delivery partners and key stakeholders.
- Provide full meeting support to Boards/Groups/Forums that have been established to support project development/implementation. Including co-ordination and circulation of agenda and papers, recording, monitoring, and progressing actions.
- Work with internal and external project leads in order to support project development and implementation activity including compliance and submission processes.
- Manage communications and marketing activity associated with respective projects, including drafting text for webpages and events.
- Ensure all project documentation is appropriately stored in shared/accessible areas.
- Work closely with the data team to ensure all internal reports are accurate and support the wider reporting requirements of the project.
- Adhere to all policies, practices and procedures with regard to financial management, legal matters including procurement and those associated with the workforce including Health and safety promoting employee engagement and ensuring good practice is in place.
- 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>			<b>Assessment Method</b>		
<b>Experience</b>	E	D	App*	Int**	Other***
Experience of supporting and coordinating projects and programmes	x		x	x	
Experience of working effectively with a variety of stakeholders to achieve and communicate shared goals	x		x		
Experience of developing systems and processes to support project and programme appraisal, implementation and delivery	x		x	x	
<b>Skills/Knowledge/Abilities</b>	E	D	App	Int	Other
Knowledge of government funding streams, including skills, employment, and economy areas.		x	x	x	
Strong attention to detail including observational, analytical, and organisational skills.	x		x		
High level numeracy skills inc. budgeting, data analysis, calculations, and trends.	x		x		x
Advanced excel skills including formula understanding and ability to create and manage works books and sheets	x		x		x
Able to effectively communicate with both internal and external customers.	x		x	x	
Advanced proficiency in MS Office applications including the ability to write and edit reports and presentations, formatting charts and graphs, managing calendars and scheduling activity	x		x		x
Effective time management skills and ability to work independently as well as a member of a cross-functional team is essential.	x		x		
Ability to manage multiple priorities under pressure, trouble-shoot, and to meet short- and long-term deadlines.	x		x	x	
Can exhibit the core values of the WMCA.	x		x	x	
<b>Qualifications/ Professional Memberships</b>	E	D	App	Int	Other
Project Management Qualification		x	x		

\* 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