

## JOB DESCRIPTION

<b>Job title:</b>	Projects Manager - Good Employment Charter / Business Growth
<b>Managed by:</b>	Business Growth Programme Manager
<b>Grade:</b>	Grade 11

### Background

The West of England is an economic leader with an economy worth over £33 billion a year. With a population of over 1.1 million people, one of the highest rates of employment in the country, and over 45,000 businesses, the region competes on a global scale. The West of England is a place where highly-skilled people work, where ideas flourish, and where businesses grow. It's also a place that a diverse population of people call home.

The West of England Combined Authority was formed in 2017, to champion the region and drive clean and inclusive economic growth. As a result, significant powers and funding have been transferred to the region through the new Combined Authority and West of England Mayor.

Our aim is to deliver economic growth for the region and address some of our challenges, such as productivity and skills, housing and transport.

Covid-19 has had a big impact on the West of England, and we are leading the regional economic recovery, bringing people together to ensure our region remains a thriving, successful and innovative place to live and work. By joining the Combined Authority, you will be helping us with this important work.

The West of England Combined Authority is made up of three of the local authorities in the region - Bath & North East Somerset, Bristol and South Gloucestershire. Building on a strong track record of partnership working in the region, the West of England Combined Authority continues to work closely with North Somerset Council. The Combined Authority is also the accountable body for the West of England Local Enterprise Partnership.

## Purpose of the job

Reporting to the Business Growth Programme Manager, the Project Manager will support and lead on the development, design and delivery of projects delivered through the Enterprise, Inward Investment and Trade (EIIT) Service, aimed at supporting residents to start their own business and encouraging indigenous businesses in the West of England to be productive, thrive and prosper, driving sustainable, inclusive economic growth.

A core responsibility of the Project Manager will be to lead on the development, design and delivery of the Combined Authorities new flagship project the 'Good Employment Charter', which seeks to set the standard for working practices in the region, supporting businesses of any size or sector to improve investment in their staff, positively benefiting people, society and the wider economy.

The Good Employer Charter will be a high profile project, that will require a strong level of experience and professionalism, to engage and work in partnership with a broad range of stakeholders and internal teams, whilst also delivering a structured, targeted business engagement service and events programme, supporting business of varying sizes and sectors to adopt the Charter. A working knowledge and preferably experience of HR change management projects will also be an advantage in the delivery of the project.

The successful candidate will also work with the Programme Manager to design, implement and lead on business support projects, including: engaging with partners and stakeholders, planning delivery and risk management, monitoring client facing engagement and delivery and making necessary adjustments with delivery partners, finance, legal agreements, negotiating with and reporting to stakeholders including BEIS and DIT. Ensuring that targeted outputs and outcomes are achieved both on time and within budget.

This role is critical to the success of the EIIT delivery programme and involves a high level of autonomy and associated responsibility, calling on the knowledge and skills of the Project Manager in this specialist area of enterprise, investment and trade support.

## Key responsibilities

- To develop and manage the technical delivery of the Good Employment Charter, to meet the needs of those organisations wishing to sign-up to the Charter and maintain the development of the Charter to reflect credible standards to drive up good employment practice across the West England
- Lead, design and implement the ongoing development and operational delivery of the Good Employment Charter to ensure that it is viewed as a mechanism that all employers can engage with and progress.
- Manage projects from inception through to delivery, working with WECA Business and Skills Directorate, Finance, Procurement, Legal, IT, Information Governance, Audit,

Infrastructure, Policy and Strategy and Communications teams to plan, set up, deliver and report on delivery.

- Integrate Business Growth projects into the Business and Skills Directorate in line with WECA strategy, objectives and policies: promoting inclusive growth, promoting good practice amongst employers and linking projects to business needs.
- Manage and report on terms of funding contracts with the WECA and other stakeholders, and grant funding agreements with local delivery partners, working with finance colleagues to manage grant claims.
- Manage project governance, chairing and/or contributing to strategic, operational and evaluation project boards. Presenting reports to senior management such as Business and Skills Boards, the Local Enterprise Partnership and Scrutiny Committees.
- Implement a strategic approach to project set-up, delivery, communication, monitoring, evaluation and sustainability, ensuring alignment with current and future WECA strategy and priorities.
- Commission and procure services for project delivery, monitoring and evaluation, in line with WECA procurement rules.
- Develop clear and consistent branding for projects aligned with WECA values, ensure point of access online referral processes, and build a portfolio of inspirational written and video case studies
- Build successful collaborative relationships with stakeholders and partners, working with CEOs and senior management, manage and support performance and where necessary address underperformance
- Represent WECA EIT projects regionally and nationally, presenting to forums and conferences to promote projects and share learning
- Develop sustainable delivery models and produce robust evaluations to inform the business case for further projects and funding for the long-term benefit of residents and employers of the West of England

## PERSON SPECIFICATION

### Essential (must have)

#### Qualifications and Knowledge

- Education to degree level or able to demonstrate equivalent professional experience in a relevant sector.
- Qualified project management practitioner (e.g. PRINCE2, APM, CMF, MSP, Agile etc.) or extensive proven knowledge of project management methodologies and best practice.
- Proven understanding of business leadership - whether through running own business or direct working with business leaders

#### Experience

- Experience of working as a project manager in a complex stakeholder environment and able to demonstrate ability to develop and maintain effective relationships across differing groups
- Proven experience of successfully leading and managing complex and challenging initiatives to conclusion.
- Experienced facilitator, who can drive consensus from a broad range of opinions.
- Experience of drafting high-quality documents suitable for publication.

#### Skills and Competencies

- Great influencing skills, with the ability to network and negotiate at senior levels.
- Confident communicator with the ability and confidence to constructively challenge the status quo.
- Ability to assimilate new information quickly and accurately.
- Excellent problem solving and analytical skills.
- Ability to translate national and international priorities into a regional and local context.
- Commitment to seeing tasks through from start to completion.
- A demonstrable commitment to WECAs values and an ability to make a positive contribution to the achievement of corporate and service strategic objectives.

- Have demonstrated the ability to work with initiative and plan work for a team to meet conflicting and changing priorities.
- Have an ability to work effectively with staff at all levels from strategic to operational.
- Possess excellent inter-personal skills and the ability to motivate staff and other senior managers.
- Be a persuasive individual who challenges effectively and make others see other points of view.

#### Desirable

- Understanding of relevant local and national policy relating to economic development and business support
- Demonstrable knowledge and comprehensive understanding of inclusive growth, leadership development, change management, workforce development including skills and apprenticeships and mentoring
- Experience in a similar role
- Good working knowledge of IT and ability to learn new systems.
- Ability to manage meetings with a sense of ownership and responsibility.
- Good organisation skills and ability to promote an organised working environment.
- Ability to write reports and present information to a variety of audiences

#### Rewards and Benefits

WECA staff receive:

- 25 days annual leave, rising to 30 after five years' continuous service, plus bank holidays, pro rata
- Auto-enrolment into the Avon Pension Fund
- Cycle to work scheme and secure bike parking
- Free eye tests for all display screen equipment (DSE) users

- Commuter Travel Club - WECA employees can sign up to receive discounted monthly bus tickets, unlimited bus travel for work or leisure within your chosen zone, automatic ticket renewal and price freeze for 12 months.