

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Project Officer
<b>MANAGED BY:</b>	Business Growth Programme Manager
<b>GRADE:</b>	8

### BACKGROUND

The West of England Combined Authority is seeking to appoint a Project Officer to join the Business Growth team.

This is an exciting time to join the West of England Combined Authority. In the last year nearly three quarters of a billion pounds of new investment has been secured for the region. New plans are in place to deliver on Mayoral priorities to improve transport, skills and housing for our residents, take decisive action to tackle the climate emergency, and to support communities facing the cost-of-living crisis. There is a relentless focus on delivery to put the West of England on the map for regional, national and global success.

Led by the regional Metro Mayor, the West of England Combined Authority brings together three local councils, the Local Enterprise Partnership and works with communities, other public services, and industry to deliver for the region.

**You will be a key player in making the West of England the best it can be for jobs, training and inward investment. We are delivering on bringing secure and fairly-paid jobs to the region, supporting people to gain new skills, and businesses facing economic uncertainty. We are building on our reputation as a region of innovation and creativity.**

Come and help shape the future of the West of England, a place so many people are proud to call home.

### THE ROLE

Reporting into the Business Growth Programme Manager, the Project Officer will undertake tasks in a specialist service area that provides opportunities for businesses and residents in the West of England, by supporting and managing the delivery of projects and initiatives that drives growth, productivity and sustainability.

They will:

- Manage key projects delivered by the Business Growth Team under the supervision of the Team Manager
- Work confidently across a range of project disciplines, related tasks and Combined Authority teams.
- Support and manage the delivery of the Combined Authority business plan.
- Support the delivery of the Metro Mayoral priorities.
- Be flexible and work with colleagues when they need additional support and resource.

## KEY RESPONSIBILITIES

The role will encompass a range of key project support and management responsibilities in an innovative and often fast-paced environment, flexing and adapting with the needs of the Business and Skills directorate including:

- First point of contact for the Business Growth Team, dealing with enquiries and problem solving for the public, funders, project partners and other internal and external stakeholders; using initiative and project knowledge to work autonomously and make real time decisions, knowing when to escalate more major issues; inspiring confidence and trust when providing advice and guidance on project delivery to team members
- Project promotion, working with the communications team and delivery partners, including coordinating case studies and quotes, creating and delivering presentations to stakeholders
- Administration, processing and query handling with internal and external teams including the design and development of advanced IT solutions, finance (monitoring expenditure against budgets, managing quarterly partner reporting data, cross-checking with database to verify and update forecasts), procurement, evaluation and audit; working at pace with a high caseload of diverse activities, reviewing and prioritising to ensure deadlines are met
- Meeting and event management, including diary management, minute taking, chairing or presenting where appropriate, organising logistics for project-wide events
- Using detailed knowledge of the specialist service area and joint working with delivery partners, evaluators and database providers for development of project delivery tools, infographics and presentations using a range of MS Office tools and specialist ICT solutions
- Training staff on using the bespoke EIICT solutions, and associated processes and procedures and reporting; auditing input and associated processes

- Research as needed to contribute to continuous project innovation, bringing in-depth project knowledge to support continuous improvement
- Work with a range of teams across the Business and Skills directorate and other key stakeholder across the organisation as project priorities allow, providing a project lead role when required.
- Any other duties commensurate with the role

## PERSON SPECIFICATION

### ESSENTIAL (MUST HAVE)

#### Qualifications and Knowledge

- Good standard of general education
- Excellent functional and technical IT skills including Outlook, Word, Excel, PowerPoint, and database development design and management
- Knowledge of the local and national business support ecosystem
- Accredited project management qualification

#### Experience

- Managing internal and public enquiries by phone, email and face to face
- Database management including system administration, designing reports, audit and analysis of data
- Providing technical support for a fast-paced and innovative specialist service area and its associated projects
- Produce documents and deliver presentations in a range of styles and formats
- Event management,
- Development, design and delivery of internal and external projects

#### Skills and Competencies

- Excellent written and oral communications skills at all levels, with ability to create reports and presentations to a high standard with strong attention to detail
- Public speaking, able to confidently present information to individuals and groups
- Training and coaching, able to convey complex processes to a range of audiences
- Self-motivated, capable of planning and prioritising own workload to meet deadlines
- Flexible and agile with the ability to respond at pace to competing demands
- Able to lead matrix teams and work independently with low levels of a managerial support, in the delivery of a diverse range of projects, with both internal and external stakeholder.
- Able to work as part of a team and build relationships with colleagues in partner

- organisations, with a focus on excellent relationship building and influence.
- Appreciation of the importance of discretion and confidentiality

## DESIRABLE

### Experience

- Experience of developing, designing and delivering projects in an innovative and fast-paced, complex political environment, in a direct project or matrix team environment. Development, design and delivery of complex ICT solutions either as stand alone projects or in support of a wider project aim/ objective.
- Experience of working with a broad range of internal and external stakeholder at both a local and national level.

## REWARDS AND BENEFITS

Alongside a competitive salary, we offer an excellent benefits package including:

- 26 days annual leave plus bank holidays
- Generous Employer-Contribution Pension Scheme through the Avon Pension Fund
- Cycle to work scheme and secure bike parking
- Free eye tests for all display screen equipment (DSE) users
- Discounted monthly bus tickets
- Hybrid working to split your week between the office and home to help you achieve the best work/life balance and career goals.

We have recently moved into a new bright, airy, modern office space, with all latest technology, under a 10-minute walk from Bristol Temple Meads Train Station. We offer flexible and hybrid working options too if you would rather work from home, or another suitable location.

*As an equal opportunities employer, we invite applicants to contact us to identify any additional support they may need during the recruitment process.*

## WE PAY THE LIVING WAGE

We're proud to have been accredited as a Living Wage Employer

Living Wage accreditation means that everyone working at The West of England and Combined Authority receives a minimum hourly wage of £14.21 - higher than the government minimum for **over 23s, currently £9.50 per hour**



It also means that anyone who provides services to, or has contracts with us, must pay the Living Wage, setting the bar for good employer practices in the region. This includes those who provide services to The West of England and Combined Authority, such as cleaning and facilities management contracts, as well as those who have contracts with us - such as IT providers.