

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Programme Co-ordinator
<b>MANAGED BY:</b>	Head of Democratic Services
<b>GRADE:</b>	7

### BACKGROUND

The West of England Combined Authority is seeking to appoint a Programme Co-ordinator to join the Corporate Admin 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.

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

### THE ROLE

To provide programme support to the organisation's decision making process, in particular ensuring the Mayor and Chief Executive are briefed at appropriate times. You will support briefings and approvals for projects throughout their lifecycle and at key meetings including both internal, regional and national meetings.

This will be diverse and busy role. You will need to be responsive to supporting the needs of the Mayor and Chief Executive ensuring decisions and approvals have the appropriate visibility and sign off.

The post-holder will have specific responsibility for scheduling and forward planning briefings and meeting agendas, working with project and programme managers to ensure decisions are made in a timely manner. In addition, providing support to key meetings of senior staff, making all necessary arrangements to ensure meetings run

smoothly, ensuring papers and briefings are prepared and circulated in good time, taking minutes and following up on actions.

Coordinating and supporting the reporting requirements of organisational processes, including the organisations forward plan, performance, risk management and business planning to ensure relevant governance and assurance requirements are met.

The role requires someone who has some knowledge of project management and local government project processes.

You will be comfortable dealing with senior managers and partners, ensuring high quality advice and support is provided to the Mayor.

The successful candidate will be highly organised, have strong communication skills, and be able to prioritise and handle multiple issues concurrently.

## KEY RESPONSIBILITIES

- Work closely with the Head of Democratic Services to ensure that appropriate governance is in place for key meetings and that activities support decision making requirements with respect to projects across the organisation
- Schedule and arrange for the preparation of papers and the briefings of key stakeholders in advance of important meetings and committees
- Liaise closely with all staff across the organisation, as well as internal and external stakeholders, to co-ordinate updates, prepare reports and support development of the forward plan
- Capture and share action notes from key meetings, ensuring the right people are providing the right responses at the right time
- Ensure that appropriate administrative processes are in place, making changes where necessary to improve efficiency
- To ensure that the regular cycle of reporting is co-ordinated efficiently.
- To ensure activity is managed within internal and external governance requirements.
- Report on project progress to internal and external stakeholders and through the democratic governance structures
- Working with a wide variety of colleagues to coordinate reports and ensure consistency in published information.

## PERSON SPECIFICATION

### ESSENTIAL (MUST HAVE)

#### Qualifications and Knowledge

- Educated to either HNC or degree level in a relevant academic subject, or able

to demonstrate equivalent experience.

- Knowledge of programme or project management disciplines and their practical application

### **Experience**

- The role would suit an experienced project administrator.
- Experience of co-ordinating meetings, setting agendas and managing forward plans
- Experience of using a suite of IT packages, including Excel, MS project or similar, to co-ordinate projects and programmes
- Experience of applying project / programme management discipline to the co-ordination of a work programme
- Experience of working with staff at all levels of an organisation to complete tasks
- Some experience of working in a local government or political environment

### **Skills and Competencies**

- Some management competence and can operate with minimal direction
- Ability to prioritise work independently, and work across a wide range of often diverse tasks on a daily basis
- Excellent organisational skills, with the ability to co-ordinate a complex series of meetings and programmes
- Excellent written and verbal communication skills
- Determined and resourceful
- Comfortable working with many different people and organisations on a daily basis.

### **DESIRABLE**

#### ***Qualifications and Knowledge***

- Some experience of working in the public sector

### **REWARDS AND BENEFITS**

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

- 26/31 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 the 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 £15.17 - higher than the government minimum for over 21s, currently £11.44 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 the MCA, such as cleaning and facilities management contracts, as well as those who have contracts with us - such as IT providers.

## WE ARE A FOUNDING MEMBER OF THE GOOD EMPLOYMENT CHARTER

We're proud to have been accredited as a founding Member of the West of England Good Employment Charter.

The [Good Employment Charter](#) is a voluntary membership and accreditation scheme aimed to create an active network of employers within the West of England that are committed to supporting the basis of 'good work'. The Good Employment Charter is defined by seven key characteristics of good employment: recruitment, secure work, Real Living Wage, developing people, health & wellbeing, flexible work and engagement & voice.

