

JOB DESCRIPTION

JOB TITLE:	Project Officer
MANAGED BY:	Cultural and Creative Programme Lead
GRADE:	Grade 8

BACKGROUND

The West of England Combined Authority is seeking to appoint a Project Officer to join the Creative team within the Business and Skills directorate.

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 Creative and Cultural Programme Lead, the Project Officer will assist in the successful management of public funding and programmes which deliver on the priorities in the Combined Authorities Cultural Plan launched in February 2022.

The postholder will use their knowledge, experience, skills and technical competencies to ensure projects and programmes are successfully developed, managed, monitored, evaluated and closed. With an excellent understanding of project management processes, practices, norms, and a willingness to seek, identify and adopt best practice, the postholder will work on a range of projects at various stages from early development

and fundraising, pilot, research and development projects to leading on large scale, multi partner regional programmes, and discharge a variety of related tasks/work packages to advance them. The post holder will be able to work with limited supervision, self - initiate, demonstrate creative independence and manage own workload to meet deadlines.

KEY RESPONSIBILITIES

- Assessing projects that seek assistance from funding streams that the Combined Authority are responsible for or have an interest in
- Lead on the production of project contracts/funding agreements that will be used in the management of projects that are successful in securing the above funding
- Responsible for project strand delivery and the achievement of project milestones/deliverables and ensure, whilst doing so, all relevant legislation, proscribed processes and funding conditions are adhered to
- Identify projects that are failing to meet milestones/deliverables and take remedial action in association with line manager
- Utilise the Combined Authorities project management databases and systems in recording accurate and up to date project (including Monitoring and Evaluation) information
- Using financial management processes/procedures/best practice, ensure project funding is effectively managed including raising purchase orders and tracking and monitoring spend and process project claims
- Make proper and efficient use of records management systems/processes, including version control practices
- Identify project level risk/issues as they arise, and resolve where appropriate/recommend resolution options to line manager
- Manage stakeholder relationships including at senior level to ensure both internal and external work relationships are established and maintained. Confidently engage with a wide range of stakeholders, particularly, but not limited to UK government departments, public funders and recipients of funding
- Ensure accurate advice and guidance is given in response to all project queries and effectively liaise with all relevant stakeholders on project progress

- Contribute to co-operative working across the Combined Authority teams and with external stakeholders
- Lead on the development of communications and marketing of programmes and funding via social media and e-newsletters and regular communications to our networks to promote future opportunities
- Event manage the successful staging of events and meetings, including virtual setup, liaison with venues, logistics, invites, set up and delivery
- Provide meeting support including diarising meetings, taking minutes, and support/delegate for the chair
- Research and deliver accurate and engaging presentations to multiple audiences and stakeholders

PERSON SPECIFICATION

ESSENTIAL (MUST HAVE)

Qualifications and Knowledge

- Educated to degree level or with equivalent work experience
- Knowledge of project management, including a good understanding, and demonstrable use of key performance indicators
- Knowledge of contractual requirements of public funding
- Knowledge of effective records management processes and their application, particularly in ensuring project files remain audit proof and that data security practices are upheld

Experience

- Experience of working in or with the Creative and Cultural sector in the West of England region
- Providing project management for a wide range of projects and programmes and working on projects with competing demands, often to tight and varying timescales
- Experience of financial management of projects, such as ensuring budgetary thresholds are not breached and cashflow is accurately profiled
- Significant experience of communicating (oral and written) with a wide range of people, including external stakeholders, and of explaining technical/complex information in an easy-to-understand manner and able to convey processes to a range of audiences

Skills and Competencies

- Highly proficient in the use of standard Microsoft Office products, including Outlook, Word and Excel including developing reports, documents and presentations in a range of styles and formats to a high standard with strong attention to detail

- Excellent information management skills and ability to interpret complex regulations/legislation
- Very organised, with an ability to work autonomously, prioritise and focus on what is important, with the confidence to constructively challenge existing working practices
- Self-motivated, capable of planning own workload to meet deadlines and to work with a minimum of supervision and as part of a multidisciplinary team
- Flexible and agile with the ability to respond at pace to competing demands
- Ability to build relationships with colleagues in partner organisations, with a focus on excellent customer service
- Appreciation of the importance of discretion and confidentiality

DESIRABLE

Qualifications and Knowledge

- Professional qualification in project management (such as PRINCE2) and/or equivalent experience in project management
- Experience of local and UK government policies, practices and procedures
- Experience of providing a range of support in an innovative and fast-paced project environment

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 23s, currently £10.42 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.