

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Project Administration Officer
<b>MANAGED BY:</b>	Principal Officer
<b>GRADE:</b>	6

## BACKGROUND

The West of England Combined Authority is acting as the employer, on behalf of the Western Gateway sub-National Transport Body (STB) is seeking to appoint a Project Administration Officer.

This is a two-year fixed term position as it is funding dependent. The Western Gateway Sub-national Transport Body is formed by an alliance of eight Local Authorities and one Combined Authority that have committed to work together to drive innovation, facilitate the transition to a decarbonised transport system, maximise economic growth and improve industrial productivity by strengthening travel connections to local, national, and international markets.

Since 2020 the West of England Combined Authority has provided the Secretariat for the STB. It is this function that now requires additional administrative support.

The role of the Western Gateway STB is to set the Strategic Transport Plan for the region, provide leadership on strategic transport matters and present our collective priorities for greater investment in transport in the Gateway area to government, by providing a single, unified voice for the region. This will be underpinned by the production of a regional evidence base that informs our long-term Strategic Transport Plan.

The Gateway area is home to over 3 million people and is set for a step-change in prosperity and productivity through an ambitious growth agenda over the next 20 years delivering 300,000 new homes and over 190,000 new jobs, as well as having a world class environment. It is both a highly desirable destination as well as a facilitator of movement through nationally significant travel corridors.

The Gateway area links England's South Coast to the Midlands, London and the South East to South Wales and the South West Peninsula to the rest of the UK.

Come and help shape the future of the Western Gateway region.

## THE ROLE

Reporting into the Technical Lead (Principal Officer) for the Western Gateway STB, the Project Administration Officer will:

- Provide administrative and project support as part of the Secretariat to the Western Gateway STB.
- Work closely with the STB Project Manager and the wider Programme Team.

## KEY RESPONSIBILITIES

- Support with scheduling and circulating agenda & papers for key meetings:
  - Programme Management Team (weekly)
  - Rail Officer Group (monthly)
  - Transport Officer Group (bi-monthly)
  - Senior Officer Group (monthly)
  - Transport & Business Forum (twice a year)
  - Partnership Board Pre-meet (Quarterly)
  - Partnership Board & Pre-meet (Quarterly - public meeting)
- Coordinate meetings for the Western Gateway STB and ensure meetings are arranged for optimum attendance.
- Minute /take actions at above meetings, circulate minutes and maintain action logs where required. Chase/update outstanding actions accordingly.
- Manage contact lists for the above meetings - particularly external stakeholders.
- Issue attendee lists to Chairs before meeting.
- Take shared responsibility for the STB inbox and manage inbox in agreement with the Project Support Officer.
- Finance administration: Raise purchase orders, monitor spend on staff recharges, chase non- payment of project fees, manage monthly timesheets, input hours against projects in finance tracker.
- Act as point of contact to answer financial queries, e.g. from constituent authorities, on remittances, payments and invoices.
- Coordinate stakeholder engagement activities including (but not limited to) emailing stakeholders using mail merge, responding to queries, filing responses and collating feedback in separate documents.
- Act as point of contact for data collection, ensuring shared data is stored correctly and shared with the appropriate people.
- Manage ad hoc requests from National Highways and other bodies for responses (letters of support, meeting attendance, stakeholder engagement and other consultations).
- Correspond with members of the public, e.g. responding to questions on strategies and other work - liaise with Transport Officers and the Project Management Team to draft suggested responses where required.
- Manage the public participation aspect of board meetings ensuring timescales are met, appropriate officers contacted and responses signed off by the Chair.
- Update the Western Gateway STB website using WordPress, including upload of papers for Board; meet with web designer to ensure website is working as expected/manage

changes.

- Liaise with other constituent council staff, where required, on the arrangements for Board meetings (whether virtual or in-person).
- Manage internal and external (shared) filing systems and take responsibility for ensuring access to appropriate team members.

## PERSON SPECIFICATION

### ESSENTIAL (MUST HAVE)

#### Qualifications and Knowledge

- Good standard of general education including English Language and Math's to GCSE level (or equivalent)

#### Experience

- Experience of providing committee support or similar in a relevant public or private sector organisation
- Experience of managing team diaries, including for senior managers
- Experience of providing administrative support in a dynamic and complex organisation
- Experience of managing public enquiries by phone and email

#### Skills and Competencies

- Excellent IT skills including Outlook, PowerPoint, Word, and Excel
- Capable of planning and prioritising workload to meet deadlines
- Able to work as part of a team and build relationships with colleagues in partner organisations
- Focus on excellent customer service
- Appreciation of the importance of discretion and confidentiality
- Excellent written and oral communications skills with ability to create reports and presentations to a high standard
- Diary management skills and the ability to influence without authority

### DESIRABLE

#### *Qualifications and Knowledge*

- Experience of administration in a complex political environment
- Working knowledge of WordPress software
- Educated to degree level or equivalent

## 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 £14.21 - 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.