

AMBITIOUS

CREATIVE

COLLABORATIVE

SUPPORTIVE

JOB DESCRIPTION

JOB TITLE:	Programme Co-ordinator
MANAGED BY:	Head of Operations & Performance
GRADE:	Grade 7

Background

The Employer: The West of England Combined Authority (WECA)

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 (WECA) 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.

WECA 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 also the accountable body for the West of England Local Enterprise Partnership.

WECA is an equal opportunities employer, in line with the Equalities Act 2010, and invite applicants to contact us to identify any additional support they may need during the recruitment process.

Purpose of the job

To provide programme support to WECA's Strategy & Policy team, supporting projects throughout their lifecycle. The post-holder will have specific responsibility for supporting regular project meetings, 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.

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

Key responsibilities

- Work closely with the Head of Operations and Performance to ensure that appropriate governance is in place for key project meetings and that activities link where appropriate with the wider corporate portfolio of projects
- 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 and prepare reports
- 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 structure of WECA.
- Working with WECA's financial team to coordinate reports and ensure consistency in published project 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 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
- Good communicator with good written English
- Determined and resourceful
- Comfortable working with many different people and organisations on a daily basis.

Desirable

- Some experience of working in the public sector

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.