

JOB DESCRIPTION

JOB TITLE:	Innovation Project Officer
MANAGED BY:	Programme Manager – Digital Innovation & Transformation
GRADE:	8 (£33,820 - £37,261)

BACKGROUND

The West of England Combined Authority is seeking to appoint an **Innovation Project Officer** to join the **Strategic Innovation 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 creatively and collaboratively tackling our region's biggest challenges by helping to bring to life fresh ideas, create new and different ways to deliver better services, and unlock better outcomes for people and place.

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 Digital Transformation Programme Manager, the Innovation Project Officer will support the Strategic Innovation Team in its work leading cross-sectoral innovation and digital transformation to support clean and inclusive economic growth.

They will:

- Work on a range of projects (including Research & Innovation projects as well as Digital Transformation projects), and discharge a variety of related tasks/work packages to advance them;
- Use their knowledge, experience, skills and competencies in project case work to help ensure that projects are successfully developed, managed, monitored, evaluated and closed;
- Support delivery of Metro Mayoral priorities, including tackling digital exclusion and ensuring that location is not a barrier to good broadband.

KEY RESPONSIBILITIES

To support the team in the delivery of project management functions, including:

1. To assist in the production of project contracts/funding agreements.
2. To contribute to the achievement of project milestones/deliverables and ensure relevant legislation, proscribed processes and funding conditions are adhered to.
3. To set up and manage programme and project management artefacts such as programme plans, risk registers, stakeholder mapping.
4. To contribute to the identification of project level opportunities and risks as they arise and resolve where appropriate or recommend options to the Project Manager.
5. To utilise the Combined Authorities' project management databases and systems in recording accurate and up to date project (including Monitoring and Evaluation) information and the Authority's internal financial systems for project finance management.
6. To use financial management processes/procedures/best practice, to ensure project funding is effectively and lawfully utilised, such as managing in compliance with subsidy control processes and emerging UK legislation and HM Treasury's Managing Public Money guidance.
7. To carry out all necessary checks and assurances, in a timely manner, on all requests for funding (such as grant claims and invoices) as they are received and recommend further action to the Project Manager.
8. To ensure that effective external work relationships are established and maintained with stakeholders, particularly with UK government departments and recipients of funding, including to contribute to the successful staging of events and meetings.
9. To ensure accurate advice and guidance is given in response to all project queries and effectively liaise with all relevant stakeholders on project progress.
10. To support the Programme Manager in delivering the Programme objectives, including shaping and facilitating meetings and managing key stakeholders.
11. To contribute to co-operative working across the CA's teams and with external stakeholders.
12. Always to undertake such other duties and responsibilities as may be determined from time to time by the line manager in consultation with the post holder.

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

- 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.
- Experience of working on large-scale 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.
- Using diagnostic tools, data and evidence to analyse fact and aid decision making.
- Experience of supporting grant funding applications and bid writing.
- Experience of supporting the design and delivery of projects and programmes.

Skills and Competencies

- Highly proficient in the use of standard Microsoft Office products, including Outlook, OneNote, Teams, Word and Excel
- Very organised, with an ability systematically to prioritise and focus on what is important, with the confidence to constructively challenge existing working practices.
- Design and digital skills to produce visualisations, infographics and illustrations using a range of applications.
- Able to work with a minimum of supervision and as part of a multidisciplinary team.
- Able to interpret complex regulations/legislation.
- Able to assimilate new information quickly and accurately.
- Excellent oral and written communication skills.

DESIRABLE

- Experience in working in digital transformation
- Interest in digital and data (incl data ethics and equality, diversity and inclusion).
- 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.
- An understanding of public funding and related regulations/legislation.

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.