

## JOB DESCRIPTION

<b>Job title:</b>	Project Manager - Business Growth
<b>Managed by:</b>	Business Growth Programme Manager
<b>Grade:</b>	Grade 11

### Background

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 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.

Covid-19 has had a big impact on the West of England, and we are leading the regional economic recovery, bringing people together to ensure our region remains a thriving, successful and innovative place to live and work. By joining the Combined Authority, you will be helping us with this important work.

The West of England Combined Authority 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 is also the accountable body for the West of England Local Enterprise Partnership.

### Purpose of the job

The purpose of this key post is to manage the development of high-profile business recovery and productivity challenge interventions through to delivery within the Enterprise Inward Investment & Trade team (EIIT). Ensuring that targeted outputs and outcomes are achieved both on time and within budget, and that measurable outcomes are aligned to Combined Authority ambitions.

Reporting to the Business Growth Programme Manager, the Project Manager will support and lead on the development, design and implementation of projects delivered through the EIIT Service. These projects are aimed at supporting residents to start their own business and encouraging indigenous businesses in the West of England to be productive, thrive and prosper, driving sustainable, inclusive economic growth.

The successful candidate will work with the Programme Manager to design, implement and lead on business support projects, including: engaging with partners and stakeholders, planning delivery and risk management, monitoring client engagement and delivery and making necessary adjustments with delivery partners, finance and legal agreements, negotiating with and reporting to stakeholders including BEIS and DIT.

This role is critical to the success of the projects and involves a high level of autonomy and associated responsibility, calling on the specialist knowledge and skills of the Project Manager in this specialist area of enterprise, investment and trade support.

### Key responsibilities

- Manage projects from inception through to delivery, working with the Combined Authorities Business and Skills Directorate, Finance, Procurement, Legal, IT, Information Governance, Audit, Infrastructure, Policy and Strategy and Communications teams to plan, set up, deliver and report on delivery.
- Integrate Business Growth projects into the Business and Skills Directorate in line with regional and national strategy, objectives and policies: promoting inclusive growth, good practice amongst employers and linking projects to business needs.
- Manage and report on terms of funding contracts with the Combined Authority and other stakeholders, and grant funding agreements with local delivery partners, working with finance colleagues to manage grant claims.
- Manage project governance, chairing and/or contributing to strategic, operational and evaluation project boards. Presenting reports to senior management such as Business and Skills Boards, the Local Enterprise Partnership and Scrutiny Committees.
- Implement a strategic approach to project set-up, delivery, communication, monitoring, evaluation and sustainability, ensuring alignment with current and future West of England Combined Authority strategy and priorities.

- Commission and procure services for project delivery, monitoring and evaluation, in line with the Combined Authorities procurement rules.
- Develop clear and consistent branding for projects aligned with the Combined Authorities values, ensure point of access online referral processes, and build a portfolio of inspirational written and video case studies
- Build successful collaborative relationships with stakeholders and partners, working with CEOs and senior management, managing and supporting performance and where necessary to address underperformance
- Represent the Combined Authorities EIIT projects regionally and nationally, presenting to forums and conferences to promote projects and share learning
- Develop sustainable delivery models and produce robust evaluations to inform the business case for further projects and funding for the long-term benefit of residents and employers of the West of England

## PERSON SPECIFICATION

### Essential (must have)

#### Qualifications and Knowledge

- Education to degree level or able to demonstrate equivalent professional experience in a relevant sector.
- Qualified project management practitioner (e.g. PRINCE2, APM, CMF, MSP, Agile etc.) or extensive proven knowledge of project management methodologies and best practice.
- Proven understanding of business leadership - whether through running own business or direct working with business leaders

#### Experience

- Experience of working as a project manager in a complex stakeholder environment and able to demonstrate ability to develop and maintain effective relationships across differing groups
- Proven experience of successfully leading and managing complex and challenging initiatives to conclusion.
- Experienced facilitator, who can drive consensus from a broad range of opinions.
- Experience of drafting high-quality documents suitable for publication.

#### Skills and Competencies

- Great influencing skills, with the ability to network and negotiate at senior levels.
- Confident communicator with the ability and confidence to constructively challenge the status quo.
- Ability to assimilate new information quickly and accurately.
- Excellent problem solving and analytical skills.
- Ability to translate national and international priorities into a regional and local context.
- Commitment to seeing tasks through from start to completion.

- Have demonstrated the ability to work with initiative and plan work for a team to meet conflicting and changing priorities.
- Have an ability to work effectively with staff at all levels from strategic to operational.
- Good working knowledge of IT and ability to learn new systems.
- Ability to manage meetings with a sense of ownership and responsibility.
- Good organisation skills and ability to promote an organised working environment.
- Ability to write reports and present information to a variety of audiences
- Possess excellent inter-personal skills and the ability to motivate staff and other senior managers.
- Be a persuasive individual who challenges effectively and make others see other points of view.

#### Desirable

- Understanding of relevant local and national policy relating to economic development and business support
- Demonstrable knowledge and comprehensive understanding of inclusive growth, leadership development, change management, workforce development including skills and apprenticeships and mentoring
- Experience in a similar role

#### 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.

