

AMBITIOUS

CREATIVE

COLLABORATIVE

SUPPORTIVE

JOB DESCRIPTION

JOB TITLE:	Project Officer
MANAGED BY:	Project Manager
GRADE:	8

BACKGROUND

Working at the West of England Combined Authority

The West of England is a fantastic place to live and work; a place where ideas flourish and businesses grow, and a diverse population calls home. With a highly-skilled workforce, innovative businesses, rich cultural and natural assets, and excellent connections, the West of England competes on a global scale.

In 2017, the West of England Combined Authority (WECA) was formed to bring the region together to drive economic growth. A West of England Mayor was elected, and significant powers and funding were transferred to the region to support work to ensure residents have better skills, more job opportunities and a better quality of life. We're working with our regional partners and with Government to protect the environment and ensure the West of England continues to be a thriving, successful and innovative place for future generations.

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 WECA, you will be helping us with this important work.

WECA is made up of three of the region's local councils - 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 needed during the recruitment process.

PURPOSE OF THE JOB

The primary purpose of this post is to assist in the successful management of significant sums of UK government and European funding across the West of England, helping to ensure that projects that are assisted with such funding are successfully implemented in accordance with all relevant legislation, funding conditions and the administrative processes of the West of England Combined Authority (WECA) and West of England Local Enterprise Partnership (LEP) as set down in our Constitution, Assurance Framework and specific funding offer letters.

The postholder will use their knowledge, experience, skills and competencies in project case work to assist in ensuring projects are successfully developed, managed, monitored, evaluated and closed. With a good general 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 (including Research and Innovation and Business Support projects), and discharge a variety of related tasks/work packages to advance them.

KEY RESPONSIBILITIES

- Help in assessing projects that seek assistance from funding streams that the WECA/LEP are responsible for or have an interest in.
- Assist in the production of project contracts/funding agreements that will be used in the management of projects that are successful in securing the above funding.
- Contribute to 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(s).
- Utilise WECA's 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 utilised, such as via:
 - Managing in compliance with State Aid legislation
 - Managing in accordance with HM Treasury's' Managing Public Money guidance.
- 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 line manager(s), such as to organise payment, or provide options for remedial work to be undertaken.

- Make proper and efficient use of records management systems/processes, including version control practices.
- Ensure that effective external work relationships are established and maintained with stakeholders, particularly, but not limited to UK government departments 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.
- Identify project level risk/issues as they arise, and resolve where appropriate/recommend resolution options to line manager(s)
- Identify project levels opportunities and take action to capitalise on them.
- Contribute to co-operative working across WECA teams and with external stakeholders.
- Contribute to the successful staging of events and meetings.

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 a range of 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.

Skills and Competencies

- Highly proficient in the use of standard Microsoft Office products, including Outlook, Word and Excel.
- Very organised, with an ability to prioritise and focus on what is important, with the confidence to constructively challenge existing working practices.
- To work with a minimum of supervision and as part of a multidisciplinary team.
- Ability to interpret complex regulations/legislation.

DESIRABLE

- 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.
- Knowledge of state aid legislation and its application

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.