

**Job Description - DRAFT**

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| **Job Title:** | **Project Executive** |
| **Team:** | PMO Centre of Excellence Business and Tourism |
| **Classification:** | Executive |
| **Reports to:** | Project Manager |
| **Classification of Line Manager:** | Manager |
| **Number of Direct Reports:** |  0 |

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| **Job Purpose** |
| Birmingham 2022 is a golden opportunity not just for the West Midlands but for the UK. With a third of the world’s population tuning in, this is a chance to show that post-EU Exit Britain is open for business, support economic recovery from COVID-19 and to provide a shop window for Britain’s economic engine. London 2012 and previous Commonwealth Games demonstrate the potential to drive tourism, trade and investment alongside the sport and culture. Funding has been secured to deliver a major programme to attract visitors, investors and events to the West Midlands and the UK and grow export opportunities. This will be delivered in partnership at regional and national level, with funding secured in the Spring 2020 Budget and match funding from the West Midlands Combined Authority (WMCA). The programme is currently being developed – so an exciting time to join and help shape what will be delivered. The Project Executive will play a crucial role in maintaining the Company’s relationships with key stakeholders including the WMCA, local authorities, universities, and Board members. They will work closely with the Project Manager and colleagues across the organisation to maximise value for the Company’s clients.The role will provide a broad foundation in stakeholder engagement, and opportunities to learn about the workings of a major regional promotional agency. It will involve increasing exposure to client-facing and project management responsibilities, with opportunities for development and progression for a high-performing candidate. |

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| **Our people and our offices** |
| West Midlands is an exciting, vibrant, and diverse region and West Midlands Growth Company aims to reflect this in all that we do. Our objective is that our work, services, and employment practices will promote a positive impression of the region, and we will take every step to minimise or eliminate outdated preconceptions and stereotypes. West Midlands Growth Company whole-heartedly supports the principle of equal opportunities in employment and opposes all forms of unlawful or unfair discrimination on the grounds of colour, race, nationality, ethnic or national origin, sex, disability, age, religious belief, sexual orientation, or marital status. We believe that it is in the company's best interests and of all those who work in it to attract, retain, and develop a diverse pool of talent. We therefore seek to ensure that the human resources, talents, and skills available throughout the community are considered when employment opportunities arise. We believe it is essential to the company's success to enable employees of all backgrounds to reach their full potential by encouraging a working environment that is inclusive to all. To this end and within the framework of the law we are committed, wherever practicable, to achieving and maintaining a workforce which broadly reflects the local community in which we operate. This is a remote working opportunity until a date is agreed for the West Midlands Growth Company workforce to return to the usual place of work at Baskerville House, Birmingham.Our priority is to keep all our employees safe and well during this time. We will be working remotely for the foreseeable future, and we are doing everything we can to ensure all our employees can enjoy a comfortable remote working space. |

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| **Main responsibilities and key activities** |
| * Proactively identify the key issues for meetings with stakeholders and clients, preparing agendas and briefing notes for senior directors and Board members.
* Work with senior colleagues to arrange and prepare for WMGC Board meetings.
* Support the Project Manager and Programme Integration Manager in delivering a range of projects.
* Accompany senior colleagues at client meetings when required.
* Be a professional and approachable point of contact for stakeholders, addressing any queries or referring them to colleagues who can help further when needed.
* Support Stakeholder Engagement and Business Intelligence leads with maintenance of client data in WMGC’s Customer Relationship Management (CRM) system.
* Support Corporate Marketing and Communications leads as needed with content creation and media cuttings.
* Produce reports on stakeholder engagement and customer satisfaction, using data from CRM and other sources.
* Work with colleagues across the PMO team and the wider business to support the delivery of WMGC’s wider strategy and priorities.
* Represent the organisation professionally at events when needed.
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| **Key Skills and Competency Requirements** |
| **Area** | **Essential**  | **Desirable** |
| **Qualifications and experience** | * Relevant experience in a project management, team coordination or business development role.
 | * Undergraduate degree in a relevant subject or equivalent qualification.
* Evidence of proactive professional development.
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| **Skills and attributes** | * Proactive mindset and willingness to act independently.
* Excellent written and verbal communications – including report writing and giving presentations.
* Close attention to detail.
* Ability to develop strong working relationships with colleagues across the business and key clients, including senior directors.
* Ability to think analytically and find innovative ways to solve problems.
* Well-organised and comfortable juggling competing priorities at the same time.
* Willingness to learn and embrace new opportunities.
* Good IT skills, including full suite of Microsoft Office software.
 | * Interest in policy, local government, and communications.
* Demonstrable commercial awareness.
* Confident networker with ability to build a rapport when meeting new people.
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| **Knowledge and experience** | * Good understanding of current economic and political affairs.
 | * Awareness of key institutions in the West Midlands – including local government and higher education.
* Previous work experience in a professional services or local government environment.
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| **Our values** |
| **Working together** | We take pride in our approach to working together in a diverse, open, and inclusive environment. |
| **Creative thinker** | We are creative and innovative in the work that we do, in our delivery and our outputs. |
| **Trusted partners** | We are a trusted partner – we work together with clients and stakeholders for the benefit of the region. |
| **Proactive leader** | We are proactive leaders continually striving for excellence, passionate about unlocking potential for the West Midlands. |

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| **Prepared by:** |
| **Name** | **Job title** | **Date** |
| Natalie King | Project Manager | April 2021 |