Be part of shaping Greater Birmingham’s future

Project Champions

£41,967 - £52,455

Baskerville House

Working 36.5 hours per week

Two year Fixed Term Contract

Our vision is to be a top global city region by 2030. We have the ambition. We have the opportunity. Now we need the right people to transform our aspirations into reality.

As an experienced Project Champion, with a track record in project delivery, you will work with project managers across the public, private and voluntary sectors to drive some of the most important regeneration and economic development projects in the country from concept to conclusion.

If your ambition matches our ambition, you can find further details on our microsite http://joingbslep.co.uk/ or you can contact us direct via gbslep@birmingham.go.uk

To submit an application, please submit a CV and covering letter, which demonstrates how you meet the requirements of the job description and person specification, to applicationspri@birmingham.gov.uk

Informal enquiries to Roger Mendoca, Head of Delivery on 0121 303 8107.

Greater Birmingham & Solihull Local Enterprise Partnership (GBSLEP)
A Greater Birmingham for a Greater Britain

Ref: EC0922017

Closing Date: Monday 12th June 2017

“Right to work in the UK documentation will be fully checked for all applicants. All non UK and non EU applicants are required to apply for a Certificate of Sponsorship from Birmingham City Council and must be approved by the UK Border Agency (UKBA) before any employment offer can be confirmed.”
Job Description

JOB TITLE: Project Champion

GRADE: GR6

NO OF POSTS: 2

DIVISION: Economy

SECTION: GBSLEP

POST REQUIRES POLICE/CRIMINAL RECORDS BUREAU CLEARANCE: No

1. **Job Purpose**

1.1 To ensure GBSLEP achieves the targets set out in the Strategic Economic Plan (SEP) by enabling the successful delivery of supporting capital projects.

2. **Duties & Responsibilities**

2.1 Championing projects through each of the GBSLEP Programme Management Stage Gateways

2.2 Working with external project sponsors and LEP Executive Officers to develop projects to help deliver SEP objectives, supporting projects through strategic fit, outline and full business case appraisal

2.3 Appraising projects in accordance with Green Book standards, whilst maintaining appropriate Chinese Walls with project promoters and other LEP Project Champions

2.4 Supporting external sponsors to secure funding for projects where the LEP is not providing financial support

2.5 Advising the Programme Manager on the terms for the grant offer letter, including any commercial considerations such as clawback and gainshare.

2.6 Ensuring approved projects progress as planned, and are governed appropriately, by providing challenge and support, collecting and interrogating monitoring data, representing GBSLEP on relevant Project Boards and managing project change requests as required

2.7 Ensuring project completion and evaluation plans are triggered at the appropriate times and successfully completed, with lessons learned fed back across the programme.

2.8 Providing line management to a Project Support Officer

2.9 Performing such other duties as may reasonably be required from time to time, commensurate with the grade.
OBSERVATION OF THE CITY COUNCIL’S EQUAL OPPORTUNITIES POLICY WILL BE REQUIRED

3. **Supervision Received**

3.1 **Supervising Officer Job Title**: GBSLEP Programme Manager

Job No:

3.2 **Level of Supervision**

1. Plan own work to ensure the meeting of defined objectives.

4. **Supervision Given** (excludes those who are indirectly supervised i.e. through others).

<table>
<thead>
<tr>
<th>Post Title</th>
<th>Grade</th>
<th>No. of Posts</th>
<th>Level of Supervision</th>
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<tbody>
<tr>
<td>May include supervision of staff depending on portfolio of projects to be delivered</td>
<td>4</td>
<td>1</td>
<td>Line Management</td>
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</tbody>
</table>

5. **Special Conditions**
### Person Specification

**Job Title:** Project Champion  
**Grade:** GR6  
**Division:** GBSLEP  
**Section:** Programmes  
**Directorate:** Economy

**Method of Assessment (M.O.A.)**  
A.F. = Application Form; I = Interview; T = Test or Exercise; C = Certificate; P = Presentation.

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<tr>
<th>CRITERIA</th>
<th>ESSENTIAL</th>
<th>M.O.A.</th>
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<tbody>
<tr>
<td><strong>Education/Qualifications</strong></td>
<td>1. Educated to degree standard in a related discipline or equivalent, and / or membership of a relevant professional body</td>
<td>AF/C</td>
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<td>NB: Full regard must be paid to overseas qualifications.</td>
<td>2. PRINCE 2 or APM Practitioner qualified</td>
<td>AF/C</td>
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<td><strong>Experience</strong></td>
<td>1. Extensive experience of project management, particularly complex major land and property, transport and skills development capital projects, sufficient to be able to demonstrate credibility as a project champion with external project managers and key stakeholders.</td>
<td>AF/I</td>
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<td>(Relevant work and other experience)</td>
<td>2. Extensive experience of working with multi-disciplinary project teams and consultants</td>
<td>AF/I</td>
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<td>3. Practical experience of undertaking Green Book appraisals.</td>
<td>AF/I</td>
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<td>4. Experience of managing formal project change requests</td>
<td>AF/I</td>
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<td></td>
<td>5. Experience of undertaking formal project completions and evaluations</td>
<td>AF/I</td>
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<td>6. A good understanding of the way LEPs work and the economic development landscape associated with the GBSLEP</td>
<td>AF/I</td>
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<tr>
<td><strong>Skills &amp; Ability</strong></td>
<td>1. Excellent interpersonal, influencing and negotiation skills, particularly with external project managers and key stakeholders.</td>
<td>I/T</td>
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<td>e.g. written communication skills, dealing with the public etc.</td>
<td>2. Ability to lead, co-ordinate and process complex workloads, including managing competing priorities and meeting deadlines.</td>
<td>AF/I</td>
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<td></td>
<td>3. Ability to process, analyse and act on project level performance information in a prompt and efficient manner</td>
<td>I/T</td>
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</table>
4. Ability to integrate well into multi-disciplined internal and external partnership-based teams and to motivate project teams.

5. Ability to use IT based project management systems and wider Microsoft office tools.

6. An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by **Part 7 of the Immigration Act 2016**

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<tr>
<th>Training</th>
<th>Demonstrate commitment to and record of continuous professional development with an interest in project management</th>
<th>AF/I</th>
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<tr>
<td>Other</td>
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All staff are expected to **understand** and be **committed** to Equal Opportunities in employment and service delivery.