



## APPLICATION FOR EMPLOYMENT

Thank you for the interest you have shown in the vacancies within Tees Valley Combined Authority.

Completed forms can be e-mailed to [recruitment@xentrall.org.uk](mailto:recruitment@xentrall.org.uk) or posted to **Xentrall Recruitment Services, PO Box 891, Stockton on Tees, TS19 1JT**, marking the envelope in the top left hand corner with the post reference number.

In accordance with our recruitment procedures, your application will only be considered if it is received on or before the closing date as shown in the advertisement.

In the interests of economy, applications received via the post are not automatically acknowledged. If you require confirmation that your application has been received please enclose a stamped addressed envelope or telephone 01642 526992.

If you have not been contacted within 4 weeks of the closing date for receipt of applications, please assume that on this occasion your application has not been successful.

## **Digital Projects Manager**

**Vacancy ID: 008498**

Salary: £31,601.00 - £34,538.00 Annually

Closing Date: 04/03/2018

### **Benefits & Grade**

Grade L

### **Contract Details**

Permanent

### **Contract Hours**

37 hours per week

### **Interview Date**

16/03/2018

### **Job Description**

#### **We are at the forefront of northern growth, and a flagship for successful devolution.**

In May of 2017, residents in Tees Valley voted to elect their first Mayor, and the area established one of the first Mayoral Combined Authorities in the country. This gives us access to newly devolved powers and resources from Central Government, to drive forward an ambitious agenda that can increase economic growth and prosperity across the region.

The Tees Valley covers five local authorities – Darlington, Hartlepool, Middlesbrough, Stockton and Redcar & Cleveland – with a combined population of 660,000.

The Authority incorporates the highly successful Tees Valley Local Enterprise Partnership, and sustains strong links with the local business community and other partners. Together, we aim to create 25,000 jobs and £2.8bn extra growth by 2026.

This is an exciting opportunity to join the Combined Authority team. The purpose of this role is to assist the Economic Strategy and Intelligence Manager in the development and delivery of digital roll-out across the Tees Valley, in particular, the implementation of Phase 2 of the Broadband Delivery UK programme and the subsequent development of Tees Valley's SMART Region proposition (including full fibre network and open data solutions).

The post holder will work closely with the five Local Authorities (Darlington, Hartlepool, Middlesbrough, Redcar and Cleveland and Stockton on Tees), other public bodies (NHS, Universities, Colleges and emergency services) and the private sector (in particular mobile telephony and broadband providers) to implement the delivery of full fibre and 5G solutions.

Although there is an initial focus on delivering the broadband and 5G coverage across the Tees Valley, the post holder will primarily be responsible for assisting in the subsequent development of Tees Valley's SMART Region proposition, which is presently focused on the identification and utilisation of open data sources in the development and delivery of new policy design and initiatives

(using hackathons and Mayoral Challenge Initiatives<sup>1</sup>), but will ultimately lead on to the development of sensors and to real time dynamic response capabilities.

You will have demonstrable experience of digital project management and development from either Central Government, Local Government or the private sector, and a proven track record of establishing successful working relationships across public and private sectors.

For detailed information on this role, please refer to the Job Description and Person Specification.

For more information, visit [www.teesvalley-ca.gov.uk/jobs](http://www.teesvalley-ca.gov.uk/jobs).

For a further informal discussion please contact Keith Wilson, Economic Strategy and Intelligence Manager at [Keith.wilson@teesvalley-ca.gov.uk](mailto:Keith.wilson@teesvalley-ca.gov.uk) or 01642 632004.

An online application form and further information is available from [www.stockton.gov.uk/job-vacancies/](http://www.stockton.gov.uk/job-vacancies/). Alternatively you can contact Xentrall Recruitment Services, Tel: (01642) 526992 or email [recruitment@xentrall.org.uk](mailto:recruitment@xentrall.org.uk)

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<sup>1</sup> The tested Urban Lab approach has significantly influenced our first emerging initiative: Mayoral Challenge Initiatives. When fully developed: public, private and community bodies will utilise open data sources to identify and develop innovative, yet economically sustainable solutions affecting the Tees Valley economy. In particular, using digitisation to coordinate partnership working in the delivery of circular economy solutions principally related to energy and raw material sourcing.

## **JOB DESCRIPTION**

**Post Title:** Digital Projects Manager  
**Post Reference:** TVCA 137  
**Grade:** L  
**Duration:** Permanent  
**Responsible to:** Economic Strategy and Intelligence Manager

### **Job Purpose**

The purpose of this role is to assist the Economic Strategy and Intelligence Manager in the development and delivery of digital roll-out across the Tees Valley, in particular, the implementation of Phase 2 of the Broadband Delivery UK programme and the subsequent development of Tees Valley's SMART Region proposition (including full fibre network and open data solutions).

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Real time data will be used in conjunction with enhanced partnership working as developed by the SMART region approach to provide the opportunity and evidence base to facilitate the successful implementation of innovative practices such as digitisation and the circular economy.

### **Duties & Responsibilities**

**Set up, manage and implement Phase 2 of Broadband Delivery UK Programme in the Tees Valley and the emerging Full Fibre Network Programme:**

1. Work collaboratively with the five Local Authorities (Darlington, Hartlepool, Middlesbrough, Redcar and Cleveland and Stockton on Tees), other public bodies (NHS, Universities, Colleges and emergency services) and the private sector to develop and implement broadband delivery from concept to closure;
2. Set up and oversee a framework for project due diligence, including the procurement and management of any external technical support (where required); make final recommendations for project approval to the TVCA Governance groups;
3. Lead on the design and implementation of project funding agreements;
4. Undertake performance and financial monitoring of the Programmes/projects, identifying areas of underperformance and making recommendations to the TVCA Governance groups regarding remedial action, bringing forward projects, delaying projects, etc

## **Set up, manage and deliver hackathons/open data events and/or mayoral challenge initiatives**

5. Work with external and internal stakeholders to develop terms of reference for mayoral challenges/open data initiatives, including (but not limited to):

- Identification of open data sources;
- Support to mayoral challenge initiative steering group;
- Plan and manage consultancy support available to mayoral challenge initiatives;
- Monitor expenditure and outputs related to individual mayoral challenge initiatives;
- Work with the marketing team to promote the mayoral challenge initiative to key audiences; and
- Ensure all projects meet the rigorous standards and requirements set out by the fund administrators.

## **Other duties**

6. Undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post.

7. To take reasonable care of your own Health and Safety and co-operate with management, so far as is necessary, to enable compliance with the health and safety rules and legislative requirements.

8. Work flexibly and undertake such other duties and responsibilities commensurate with the grading and nature of the post.

9. Ensure compliance with Corporate Governance procedures, procurement regulations and the Data Protection Act.

10. To work flexibly and undertake such other duties and responsibilities commensurate with the grading and nature of the post.

11. To assist in the training and development of staff and to undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post.

12. To take reasonable care of your own health & safety and co-operate with management, so far as is necessary, to enable compliance with the authorities health and safety rules and legislative requirements

## PERSON SPECIFICATION

**Post Title: Digital Projects Manager**

Qualifications and Experience			
Criteria	Essential	Desirable	Method of Assessment
<b>Qualifications and Education</b>	<p>Educated to graduate level or equivalent demonstrable level of knowledge.</p> <p>A recognised professional qualification or significant demonstrable experience in a directly related area of work.</p>		Application
<b>Experience and knowledge</b>	<p>Management and supervisory experience across a broad range of business, investment planning, programme management and external funding activities within an economic growth context.</p> <p>Experience of managing and developing external public and private sector relationships</p> <p>Significant demonstrable management experience in a multi-disciplinary economic development and regeneration environment.</p> <p>Experience of procuring and project managing third party consultants to deliver required projects within a defined budget and timeframe.</p> <p>Current understanding of legislative, policy and regulatory drivers, as well as business support mechanisms and the skills agenda.</p> <p>Wide-ranging knowledge of funding sources for economic growth at the local, national</p>	<p>Knowledge of the Tees Valley economy and labour market including economic drivers, opportunities and threats.</p> <p>Negotiating, writing, advising on, and implementing funding agreements, where relevant.</p> <p>Experience of managing the delivery of broadband and/or digital schemes</p>	Application and Interview

	<p>and international level.</p> <p>Wide-ranging knowledge of relevant sources of information and appropriate techniques for appraising, evaluating investment opportunities.</p> <p>Experience of consulting and liaising with partners on investment proposals and funding opportunities.</p> <p>Proven knowledge and understanding of financial concepts and a high level of general numeracy.</p> <p>The capability to lead and manage external specialist support.</p>		
<b>Skills</b>	<p>Excellent report writing and presentation skills.</p> <p>Ability to manage projects and programmes in a partnership setting with tight deadlines.</p> <p>Ability to manage sensitive and confidential information, and knowledge of data protection and data security, where relevant.</p> <p>Proven competency to collate, interpret and communicate the relevance of complex and technical information to assist senior management in the development of strategy.</p>		Application and Interview
<b>Personal Attributes</b>	<p>Strong Self-motivation and a 'can do-attitude'.</p> <p>Sufficiently organised and flexible to manage several ongoing tasks.</p> <p>Produces work to a high standard and motivates others to do likewise.</p> <p>Organised, adaptable and responsive to change.</p>		Application and Interview

## **Conditions of Service**

### **General**

Conditions of service generally are those contained in the appropriate National Joint Council Schemes. The relevant Handbooks are available for reference in all departments.

### **Office Hours**

The normal working week is 37 hours, from 8.30 a.m. to 5.00 p.m. (4.30p.m. on Friday). There is a flexible working hours scheme in operation.

### **Annual Leave**

The basic annual leave entitlement is 26 days plus 8 public holidays. Employees with 5 years continuous service receive 31 days annual leave.

### **Sick Pay**

Most employees are covered by the provisions of the nationally agreed sick pay schemes which allow periods of absence on half pay and full pay according to length of service.

### **Pension**

You will automatically be entered into the Local Government Pension Scheme (LGPS) unless you choose to opt out. This is a contributory pension scheme and meets Government standards for automatic enrolment. If you do not opt out within three months of joining the LGPS, you will not be eligible to receive a refund of your contributions but will instead be given deferred benefits within the Scheme. If you decide to opt out of the Scheme your employment, earnings and age will be monitored in line with automatic enrolment guidelines.

### **Medical Examination**

Before commencing your employment, you will need to complete a medical questionnaire and may be subject to a medical examination.

### **Probation**

New entrants to Local Government will be required to complete a six month probationary period.

### **Equal Opportunities**

The Authority is working towards an environment where all employees receive equal treatment regardless of gender or gender reassignment, marital or civil partnership status, sexual orientation, age, disability, race, religion or belief, social origin, pregnancy and maternity.

### **Job Sharing**

A voluntary Job Sharing Scheme is in operation. Applications to job share are welcome and there is no requirement for you to apply with a partner.

### **Payment of Salaries**

Salaries are paid monthly on the last working day of the month. All payments are made by credit transfer direct to a nominated bank or building society.

### **Smoking Policy**

The Authority operates a No Smoking Policy.

### **Politically Restricted Posts**

The Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 designate certain posts as politically restricted. If this is the case it will be detailed on the job description and means that you would be disqualified from being a member of a Local Authority, the House of Commons or of the European Parliament. Further information is available upon request.

### **Rehabilitation of Offenders Act 1974**



Having a criminal record will not necessarily bar you from working for the Authority. This will depend on the nature of the post and the circumstances and background of your offence(s). To assist the Authority in determining the suitability of your employment, certain posts are subject to a DBS check. If this is the case an appropriate statement will appear in the recruitment advertisement.