**Job profile**

**Sector Specialist (Tech and Digital)**

**Grade K**

**Group:** Communities and Environment

**Service:** Economic Development

**Location:** Civic Centre

**Line Manager:** Enterprise & Industry Unit Manager

**Car User Status:**  Casual

**Job Purpose**

Responsible for growing the digital technology sector; ensuring the business environment, human capital, physical infrastructure and public policy and institutional framework meets the needs and demands of existing enterprises, new start-ups and those wanting to invest in Gateshead, through a mix of cross-cutting and sector-specific activities.

**The key roles of this post will include:**

1. Undertaking research and analysis to maintain a comprehensive understanding of strategy and policy relating to the digital technology sector including business need & demand and the performance of local markets, including primary research as appropriate.
2. Developing policies and action plans relating to the growth of the digital technology sector.
3. Working closely with other Service areas to ensure an integrated and inclusive approach is taken to all activity associated with growing the digital technology sector.
4. To develop and maintain relationships with local businesses and external stakeholders involved in the digital technology sector e.g. Government Departments, Local Economic Partnership, Combined Authority, Universities and Colleges, sector bodies, land/property owners, developers & agents, business support providers and supply-chain representatives.
5. To develop and manage plans relating the growth of the digital technology sector, including the commissioning of projects and services, directly bidding for resources, supporting partners in funding bids and the monitoring of performance.
6. To support the planning process, including the provision of advice on business need and participating in negotiations to secure employment space.
7. To engage with businesses and service-users, and their representatives, to ensure they are involved in relevant aspects of enterprise and industry work.
8. Other responsibilities allocated which are appropriate to the grade of the post

**Knowledge & Qualifications**

**Essential:**

Knowledge

* Specialist knowledge of the digital technology sector appropriate to the role, including needs and demands and supply-chain development
* National and local strategies and policies relating to enterprise & industry and the digital technology sector including the role of public sector funding, business support structures, systems and services.
* Business finance and legal structures
* Financial management and monitoring procedures

Experience

* Substantial and relevant experience of working with the digital technology sector.
* Conducting research and analysis and developing policy and action plans
* Working in partnership to deliver outcomes in the digital technology sector, including digital technology businesses and networks
* Developing and managing programmes; commissioning and delivering projects and services
* Securing external funding and investment
* Using oral and written communication skills to influence people and present complex information clearly and concisely

**Desirable:**

Knowledge

* The structure and operation of the skills and training industry
* Property issues and solutions
* Development economics, including the role of public sector funding
* Estate management
* Appraisal and evaluation techniques
* The commissioning process
* Portfolio, Programme, Project and Risk management methodologies, tools and techniques

Experience

* Working in the digital technology sector
* Preparing Business Cases using the Treasury Five-Case Model
* Procurement, contract and supplier management
* Liaising with regional bodies and central government
* Making enterprise or industry related funding applications and managing funding streams
* Working in partnership with the private sector and third sector to deliver enterprise and industry outcomes
* Working with local communities on enterprise-related issues
* Developing and delivering enterprise and industry programmes, projects and services
* Assisting in the supply of employment space through the planning process

Qualifications

* Relevant degree or equivalent qualification
* Project management qualification e.g. Prince 2 or equivalent
* Programme Management qualification e.g. MSP or equivalent

**Competencies**

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| **Customer Focus** | Puts the customer first and provides excellent service to both internal and external customers |
| **Communication** | Uses appropriate methods to express information in a clear and concise way to make sure people understand |
| **Team Working** | Works with others to achieve results and develop good working relationships |
| **Making things happen** | Takes responsibility for personal organisation and achieving results |
| **Flexibility** | Adapts to change and works effectively in a variety of situations |
| **Learning and Development** | Actively improves by developing and applying new skills and knowledge and learns from past experiences |