

North East Local Enterprise Partnership Job Description

Job Title:	Programme Lead: Digital
Service:	North East Local Enterprise Partnership (North East LEP)
Responsible To:	Senior Management Team member, North East Local Enterprise Partnership
Host Employer:	North East Combined Authority
Salary:	Grade 13, £49,068 - £50,806 pa

Background

The North East LEP leads on the development and delivery of the North East Strategic Economic Plan (SEP), aiming to foster economic growth and the delivery of more and better jobs in the area.

The area hosts a diverse and fast growing digital and tech community which includes:

- an established and growing cluster of software and digital businesses with a number of specialisms
- leading science and research in our Universities of national and international standing
- a number of innovation hubs and facilities, key business networks and the presence of key national agencies including Catapult Expert Centres

The recently refreshed North East Strategic Economic Plan identifies that the North East has significant opportunity to accelerate the growth and development of the digital and tech sector by both supporting growth of digital businesses and mainstreaming digital applications across the North East economy, in particular through Industrial Digitisation and the strengthening of smart data strategies. It also identifies a number of key regional projects, such as the creation of a 5G Test Bed which can strengthen the profile of the region in digital developments and create new opportunities for local businesses and inward investments.

Purpose of the role

The postholder will join the North East Local Enterprise Partnership Executive Team to take the lead in working with partners to drive forward a strategic programme and priorities with the aim of delivering business growth and higher levels of employment in Digital sectors in the region.

This key role will enable the North East LEP to work with partners to:

- strengthen co-ordination and project development capacity enabling to improve its working with partners within the digital and tech community and across regional sectors
- project the regions assets and digital eco-system to a range of audiences
- engage with key national policy and investment processes securing engagement and support for key projects
- ensure that mainstream LEP services are aligned to the needs of digital partners.

Main Responsibilities

1. To co-ordinate and support the work of the Digital partners, ensuring that partner organisations are actively engaged in the development of a cross-cutting North East LEP strategy to support Digital and Tech businesses and that collaboration is encouraged
2. To maintain strong relationships on behalf of the LEP with the Digital and Tech community and to identify how LEP action can help deliver the aims set out in the SEP
3. To work with the LEP Strategy and Analysis team to ensure that the economic evidence base remains fresh and to take action to improve the LEP's knowledge base as required, helping to ensure that regional policy continues to be aligned with the needs and opportunities of North East Digital and Tech community
4. To work with the regional digital and tech community to agree priorities for regional development and develop plans to match these priorities to national strategies, activity and funding
5. To develop regional and national awareness of the North East Digital and Tech strengths and opportunities, building a clear and visible narrative about the North East's future role in the UK Industrial strategy in this sector and into other parts of the economy
6. To work closely with national government departments and agencies to highlight the aspirations of the North East digital and tech sector and to ensure national projects are linked to regional delivery
7. To consolidate the detail of a programme of strategic projects, strengthening the evidence supporting key propositions and to identify options and approaches to support them.
8. Through LEP Programme leads and working with regional and national contacts, to move projects into delivery by identify a programme of interventions and investments which can strengthen the Digital and Tech community in the region,
9. To undertake other duties commensurate with this grade as directed by the LEP Senior Management team.

February 2018