



North East Local Enterprise Partnership

Person Specification

Job Title:	Programme Manager
Service:	North East Local Enterprise Partnership
Responsible To:	Skills Director
Salary:	NECA Grade 12 - £45,486 - £48,493
Host Employer:	North East Combined Authority

Experience & Qualifications

1. Excellent track record in programme, project and financial management.
2. Experience of partnership working, including negotiating, communicating and joint working with internal/external organisations to achieve outcomes.
3. Experience of developing economic strategies and initiatives, including maximising external funding opportunities with demonstrable business knowledge and commercial acumen.
4. Able to demonstrate career experience in the fields of skills, economic development and regeneration.
5. Evidence, or detailed understanding, of working effectively within a 'political' environment, providing clear, balanced advice and guidance.
6. Experience of working with the private and public sectors.
7. Experience of leading multi-disciplinary programme teams.
8. Experience of dealing with the media and working across the partnership to manage communications.
9. Excellent facilitation and negotiation skills and experience of consensus building.
10. Experience of managing complex funding sources – local, national and European.

Ability, skills and knowledge

1. Excellent knowledge of skills, regeneration, economic development and current national policy in relation to Local Enterprise Partnerships and economic growth.
2. Excellent written and verbal communication skills to convey complex ideas, in an objective manner, to people with varying levels of regeneration and economic development expertise, and from local SMEs to international investors.
3. The ability to build productive working relationships with partners and stakeholders and work as part of a virtual team.
4. Ability to think, plan and manage strategically, develop effective strategies to meet outcomes.

5. High-level analytical skills, with the ability to exercise sound judgement and cultural sensitivity in seeking creative solutions to complex situations.
6. Ability to build and maintain effective relationships with elected members, key partners, stakeholders and the wider community.
7. Ability to adopt a strategic view and relate strategy to action.
8. Ability to operate effectively with a high volume, high sensitivity workload.
9. Excellent organisational and time management skills
10. A willingness to undertake training and development whilst in the post.

Personal Attributes

1. Committed to acting corporately and collaboratively – inside and outside the organisation.
2. An enthusiastic and proactive approach to the delivery and requirements of the role
3. High-level of drive and motivation to achieve.
4. Strong inter-personal skills.
5. Outcome and achievement focussed.
6. Political sensitivity and awareness.
7. Committed to partnership working.
8. Committed to continuous improvement.
9. Commitment to Equal Opportunities.