

## **North East Local Enterprise Partnership**

### **Person specification**

<b>Job Title:</b>	<b>Programme Lead: Digital</b>
<b>Service:</b>	<b>North East Local Enterprise Partnership (North East LEP)</b>
<b>Responsible To:</b>	<b>Head of Strategy and Policy, North East Local Enterprise Partnership</b>
<b>Host Employer:</b>	<b>North East Combined Authority</b>
<b>Salary:</b>	<b>£50,049 – 51,822</b>
	<b>Offered initially for 27 months with the possibility of extension subject to funding</b>

### **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

This post has two key aims; to strengthen co-ordination in the region working with a range of partners to foster growth in the North East digital sector and to support North East based businesses to better understand and adopt technology.

This role will therefore have a direct delivery element through the Digital Innovation Partnership that will be part-funded by the European Regional Development Fund (ERDF) and a strategic role element that will be funded via the North East LEP

### **Experience & knowledge**

1. Strong knowledge of digital and technology sectors developed from either current or recent business experience or from roles working closely with business from a university or public sector standpoint
2. Strong understanding of future directions and business drivers within digital and technology sectors
3. An understanding of the role of a public sector body in supporting business growth
4. A strong understanding and experience of national policy development procedures
5. A working knowledge of government departments and agencies relevant to digital and technology sectors

6. High level of educational attainment, a good first degree in a relevant subject, or equivalent senior experience in the industry
7. Demonstrable experience at working nationally, regionally or locally in programme development and delivery.
8. A background of engagement with senior (Board-level) leaders and other professionals across a range of organisations and sectors

### **Personal skills and orientation**

1. Highly motivated team orientation, able to work closely with key partners and draw from the expertise of key programme managers in the North East LEP team
2. Strong presentation skills, including the capacity to develop and deliver a compelling presentation about digital and technology sector needs and capabilities in the North East
3. Excellent communication, interpersonal and political skills including the ability to network and build working relationships and influence with a range of partners across all sectors both nationally, regionally and locally
4. Experience in managing conflict and articulating coherent rationales for action.
5. Personally credible, able to generate the trust of partners and audiences from a range of backgrounds and at all levels within and outside the North East LEP.
6. Experience of working in a responsive, flexible and targeted way.

### **Abilities**

1. Ability to think and plan strategically, to inform the development of effective strategies to meet outcomes
2. Ability to plan and develop projects, working with a range of other people
3. Proven track record of delivery of outcomes in a multi-agency sector setting.
4. Experience of creating and writing strong business cases for investment.
5. Ability to operate effectively with a high volume workload and the ability to prioritise effectively.

### **Personal Attributes**

1. Strong and open style that engages and inspires others.
2. Committed to working collaboratively – within the organisation and externally.
3. Commitment to equality of opportunity in all aspects of the role with partners.
4. High level of drive and motivation to deliver results.
5. Strong interpersonal skills.
6. Outcome and achievement focused.
7. Entrepreneurial outlook with the ability to identify and maximise opportunities and manage risks.

July 2018