



North East Local Enterprise Partnership

Person Specification

Job Title: Programme Management Assistant

Service: North East Local Enterprise Partnership

Responsible to: Business Growth Programme Manager

Salary band: NECA Grade 8 £26,470 to £29,909

Experience and qualifications

1. Excellent track record in providing senior administrative and related support to programme and project management.
2. Experience of partnership working and of working collaboratively with internal/external organisations to achieve outcomes.
3. Career experience in the fields of economic development and regeneration.
4. Evidence, or detailed understanding, of working effectively within a 'political' environment, providing clear, balanced advice and guidance.
5. Experience of working with the private and public sectors.
6. Experience of working within and supporting multi-disciplinary programme teams.
7. Experience of supporting communication activities across a partnership.

Ability, skills and knowledge

1. An in-depth understanding of office management and daily operations.
2. Excellent administration, organisational and time management skills.
3. Excellent written and verbal communication skills to convey programme and project information, data and performance and to support all aspects of communication regarding the business growth programme.
4. Good data management and data analysis skills
5. Ability to build productive working relationships with partners and stakeholders and work as part of a virtual team.
6. Ability to think, plan and work strategically across a partnership to deliver projects and programmes.

7. Ability to build and maintain effective relationships with elected members, key partners, stakeholders and the wider community.
8. Ability to adopt a strategic programme delivery view and supporting the implementation of programmes and projects.
9. Ability to work under pressure.
10. A willingness to undertake training and development whilst in the post.
11. An understanding of regeneration, economic development and current national policy in relation to Local Enterprise Partnerships and economic growth.

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 and an ability to cope under pressure.
4. Strong inter-personal skills.
5. A good team player
6. Ability to maintain professionalism at all times
7. Outcome and achievement focused.
8. Political sensitivity and awareness.
9. Committed to partnership working.
10. Committed to continuous improvement.
11. Commitment to Equal Opportunities