

## North of Tyne Combined Authority Job Description



**Post title:** Investment Fund Programme Manager (A4441)  
**Responsible to:** Head of Investment & Economic Growth  
**Responsible for:** Staff as allocated  
**Evaluation:** 687 Points **Grade:** N11  
**Job purpose:** To manage the NTCA strategic investment programme, helping us grow the key sectors of the economy, to maximise investment and support employment growth.

### Principal Accountabilities:

1. To programme manage and oversee the North of Tyne Strategic Investment Programme – including project calls, appraisal and evaluation.
2. To carry out project appraisals, due diligence, monitoring and evaluation.
3. To implement and oversee processes which ensure effective risk management, maximise financial and programme performance, and good governance.
4. To develop the Combined Authority's response to initiatives and investment proposals from existing businesses.
5. To negotiate and establish project funding agreements to ensure optimum outputs and value for money are achieved.
6. To write funding bids to secure and maximise programme funding.
7. To support the Combined Authority's approach to growing key sectors in the city and develop policy and provide advice and guidance in strengthening relations with businesses.
8. To collaborate with partners across the region to ensure a co-ordinated approach to investment.
9. To manage allocated staff in line with Combined Authority's procedures to ensure service delivery.
10. Liaise with the universities, other public-sector agencies and landowners and work with potential inward investors to increase the number of companies choosing to

invest in the North of Tyne Area and to maximise investment from existing companies

11. To research, network and represent the Combined Authority nationally and regionally, so that the North of Tyne identifies and learns from best practice in other organisations.
12. To promote and implement the Combined Authority's Equality Policy in all aspects of employment and service delivery.