

**JOB TITLE:** Economic Development & Policy Manager

**GRADE:** SM1 (SCP44-47) (2020/21 £47,672 - £52,454)

**BASE:** Guildhall, Quayside, Newcastle upon Tyne, NE1 3AF, subject to relocation within Tyne & Wear

**MANAGED BY:** Managing Director

**TERM:** Permanent

**COVID-19 update:** Please note that NEPO is currently following the Government's advice on enabling staff to work from home if it is safe and practical to do so. Therefore, this role will be delivered remotely in an agile way, until NEPO makes any changes to these working arrangements at which the base will return to our base.

## Join our Team

NEPO undertakes high-value procurement in major strategic areas of spend in partnership with North East local authorities (known as our Member Authorities) and a range of nationwide Associate Members.

Our vision is to achieve benefits through collaborative procurement. This means that we are focussed on delivering positive outcomes for our Member Authorities, regional supply base and over 600 Associate Members from the wider public sector. In addition to delivering a collaborative procurement work programme of over £500m, NEPO is responsible for the NEPO Portal and the NEPO Business Club programme of support for our suppliers.

NEPO is a forward-thinking, commercially minded organisation that supports passionately personal development and provides a unique opportunity to work collaboratively across the public sector.

NEPO employees benefit from:

- ✓ Flexible working
- ✓ Access to technology that enables agile working
- ✓ Continuing professional development, including training opportunities
- ✓ Annual leave ranging from 25 to 30 days (depending on the length of service), plus public holidays
- ✓ Eligibility to join the Local Government Pension Scheme
- ✓ Child Care Vouchers

## The Role

Reporting into the Managing Director, the Economic Development & Policy Manager is a senior management role within the team that leads the brokerage, development and management of relationships at a senior level with key local stakeholders. Key stakeholders include NEPO Member Authorities' Economic Development leads, Local Enterprise Partnerships ('LEP'), Combined Authority ('CA'), regional business support organisations, voluntary and community sector leads and other relevant organisations. The key purpose is to bring high-level influence to ensure collaborative procurement supports and delivers wider economic impact for the region.

The postholder will keep abreast of all regional and legislative developments which may impact economic development within the region and advise the Managing Director on all aspects of policy.

This key role will manage the development of strategy and policy across Collaborative Procurement, including internal operating policies/processes specific to procurement to deliver key economic outcomes.

The postholder will actively engage with regional stakeholders and regional anchor institutions to encourage wider collaborative working to promote how procurement activities can support the growth of the North East Economy and maximise Social Value outcomes.

The post will incorporate the management and development of the NEPO training programme for suppliers; the NEPO Business Club, to ensure that the programme meets the wider strategic aims of NEPO.

This role incorporates two direct reports.

## Important dates

The deadline for applications is **Sunday 15<sup>th</sup> November at 23:00**  
Interviews will be held across week commencing **23<sup>rd</sup> November**.

Interviews will be held via Microsoft Teams.

Interview Panel: Steven Sinclair, Procurement & Commercial Director and Nicola Shelley, Managing Director.

## Apply

Applications will **only** be accepted via <https://www.northeastjobs.org.uk/>

For an informal discussion about the post, please contact Nicola Shelley, Managing Director via [Nicola.Shelley@nepo.org](mailto:Nicola.Shelley@nepo.org) or 07585986240.

**No recruitment agencies, please.**

For further information about NEPO and its work, please visit our website at [www.nepo.org](http://www.nepo.org).

**ENDS**