**JOB DESCRIPTION**

**Post Title:** Digital Development Officer

**Post Reference:** TVCA 262

**Grade:** L

**Duration:** Full Time

**Responsible to:** Chief Digital Officer

## Job Purpose

The post holder will support the Combined Authority’s strategic ambition towards becoming a highly digital and technologically innovative region. They will operate, supporting the Chief Digital Officer, in the development and delivery of Tees Valley’s Digital Strategy. This post holder will operate within the Business and Skills directorate with a wide-ranging brief across the Tees Valley Group. The role will engage with key organisations, businesses, central government agencies and regional networks.

The role will be a key co-ordination point in development of Tees Valley’s Digital Infrastructure delivery model. This will include, but not be limited to, Superfast Broadband, 5G, SMART City / IoT and Data Management initiatives.

The post holder will be expected to support teams across the Combined Authority, supporting relevant managers in developing TVCA submissions, briefings, and deputising in meetings where required. The post holder will also help develop and support business plan submissions in the key areas of Digital Development, Inward Investment; Innovation; and Clean Growth. The post will require close collaboration with the Strategy Policy and Intelligence Team to ensure a cross-organisational approach.

## Duties & Responsibilities

1. Understand and be able to summarise key digital developments, including regional and national policy issues affecting Tees Valley as they relate to the key thematic areas and represent these in key meetings (such as with Central Government, InnovateUK etc).
2. Support the development and delivery of project proposals which are specifically digitally orientated and develop the digital proposals and delivery elements of wider project proposals.
3. Gain an understanding and communicate innovative digital technologies and the strategic opportunities they present to TVCA.
4. Maintain a ‘Digital request’ register to manage Digital workload across the function. To include reporting and issue resolution measures.
5. Manage Project delivery including planning, progress reporting and team tracking.
6. Manging cross-functional and consortia-based teams as business demands. This may include direct reports as required.
7. Communicating with business, local authorities and government bodies including face to face meeting representing Tees Valley Combined Authority.
8. Track and co-ordinate broadband delivery progress, issues and enquiries. This will include working with delivery partners and handling updates and queries from LA’s, MP’s and the Public.
9. Actively keeping abreast of Government strategy, Investment and bid opportunities. Proactively identifying where digital may benefit beyond the direct digital sector. Foster and maintain a close relationship with the Strategic Investment Team.
10. Maintain schedules for regular Digital updates internally and with key LA’s contacts.
11. Actively co-ordinate Digital interest groups from business and across the Combined Authority Local Authorities.
12. Represent TVCA on the NP11, M9 (or other similar organisations) work groups and to collate and feedback on TVCA priorities. Be able to contribute and help develop the discussion papers as required
13. Establish effective communication with key organisations and effective networks and working relationships with key stakeholders.
14. Support the development of relevant strategies and delivery plans for the Business and Skills directorate and support business plan submissions
15. Deputise for the Business & Skills Director or Chief Digital Officer in meetings as required.
16. Liaise with local and national interest groups.
17. To take reasonable care of your own health and safety and co-operate with management, so far as is necessary to enable compliance with the authority’s health and safety rules and legislative requirements.
18. Undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post.
19. Work flexibly and undertake such other duties and responsibilities commensurate with the grading and nature of the post.