

JOB DESCRIPTION

Post Title: Project Manager (Tees Valley Collaborative Skills Development Partnership)
Post Reference: TVCA 263
Grade: M
Responsible to: Business Skills Manager

Job Purpose

To be responsible for managing and leading the delivery of the Tees Valley Collaborative Skills Development Partnership (TVCSDP) project which is part funded by the European Social Fund to encourage collaboration in support of three key aims:

- To identify and appraise skills needs for Tees Valley SME's including requirements and skills gaps which will address the projected vacancy gap (116,000 replacement jobs) across the region over the next ten years.
- To promote and assist Tees Valley SMEs in their approach to workforce planning to develop capabilities that create demonstrable improvements in their productivity and competitive position.
- To develop business led solutions by informing and shaping the development of curricula (technical, vocational and higher level) within Tees Valley through collaboration between employers and education/training providers by ensuring a better fit with the emerging skills needs of SMEs across all priority and growth sectors.

The post holder will be responsible for setting up and leading the TVCSDP Steering Group to develop and manage delivery of programme activity.

Duties & Responsibilities

Provide the lead ESF operational and delivery function within TVCA for the TVCSDP.

Act as a champion for the TVCSDP in Tees Valley, to support and encourage the involvement of relevant partners and engage at least the required number of businesses to successfully deliver the project.

Lead and establish the relationship with the key partner, Teesside University to manage their performance of the associated element of the project as described in the submitted application for funding.

Lead all aspects of project management to ensure successful delivery, taking responsibility for the programme management; developing and maintaining appropriate programme documentation in line with EU requirements; directly managing a team of officers and matrix managing additional project resources;

achieving the associated targets; including the completion and submission of monitoring information to DWP; reporting progress to TVCA Governance and Senior Management and the TVCSDP Steering group and leading any remedial action to ensure successful performance.

Lead on building relationships to support collaborations and develop supply chains in priority areas, and work with the TVCSDP Steering Group to support their role in overseeing successful delivery of the project.

Lead and be accountable for the development and implementation of a robust delivery plan that achieves the required outputs, maximises the potential of associated funding and achieves wider outcomes as defined in the TVCA Investment Plan Business Case. including profiling delivery, output achievement and financial spend across the lifetime of the project.

Establish and deliver a framework for project due diligence in line with EU and DWP requirements, including the procurement and management of any external support (where required).

Liaise and maintain contacts with a wide range of local, regional and national bodies in representing Tees Valley, and seek improved data and evidence, as well as analytical and presentation methods to support the objectives of the project.

Develop a business engagement plan to engage a minimum of 1000 businesses targeted at TVCA priority sectors; leading on the deployment of Workforce Planning tools including the Training Needs Analysis and Skills Plan to assess and plan workforce skills needs.

Lead the definition of the data analysis required to identify the skills needs of businesses and work with the TVCA Business Skills and Skills Managers to inform the training provision required, this will include identifying where this can be provided.

Work closely with the TVCA Strategy, Policy and Intelligence team to assist in the future policy development for addressing business skills demand.

Work flexibly and undertake such other duties and responsibilities commensurate with the grading and nature of the post

Assist in the training and development of staff and to undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post

Adhere to all policies, practices and procedures with regard to financial management, legal matters including procurement and those associated with the workforce including Health and Safety promoting employee engagement and ensuring good practice is in place