**JOB DESCRIPTION**

**Post Title:** Project Manager (Industrial Cluster Plan)

**Post Reference:** TVCA 269

**Grade:** SM4

**Duration:** Two Years Fixed Term Secondment

**Responsible to:** Innovation and Clean Growth Manager

## Job Purpose

## The Tees Valley Combined Authority (TVCA) is a statutory body for Tees Valley. The five Tees Valley local authorities (Darlington, Hartlepool, Middlesbrough, Redcar & Cleveland and Stockton), alongside the business community and other partners, unite within the Combined Authority to improve the economic potential of the area through development, transport, infrastructure, skills and culture.

## The Combined Authority creates a single voice for the area on these key matters, providing greater power and resources for the Tees Valley area. It builds on the areas’ existing assets and helps to strengthen the local economy, bringing with it new business investment, the creation of more jobs, improved transport links and improved local skills.

## The postholder will work within the Innovation and Technology Team and be responsible for the successful management, co-ordination and delivery of an industrial cluster decarbonisation project. The project will identify a range of technologies and potential decarbonisation pathways for the various industrial producers and energy generators across the Tees Valley, both existing and future.

## Duties & Responsibilities

* Manage the day-to-day strategic and operational aspects of an Industrial Decarbonisation Cluster Plan project on behalf of the Project Board and using the Combined Authority’s corporate management framework;
* Chair the Project Board, establish an Advisory Group to steer delivery of the cluster plan and set up and chair thematic sub-groups;
  + Act as the key point of contact for strategic stakeholders and the Advisory Group, oversee the delivery of all work packages within the project and provide the key interface between work packages;
* Develop and manage a project delivery and exploitation plan as agreed by the Project Board and including key metrics for the ongoing monitoring of the project to time and budget;
  + Ensure project runs to time and budget and make recommendations to the Board regarding the management of any project variances;
* Set up and maintain all the necessary project management processes and documentation including data sharing and confidentiality agreements with delivery partners and a risk register;
  + Prepare progress reports as required, ensuring that delivery meets the requirements of the Project Board and funding bodies;
* Establish engagement with key strategic stakeholders, work closely with other industrial project partners and set up joint working arrangements with parallel and related projects;
* Work closely with funding bodies, wider UK government agencies, external bodies and other industrial clusters in the context of national decarbonisation, and incorporate learning from international decarbonisation initiatives;
* Manage the procurement and subsequent delivery of sub-contracted support to provide modelling, data analysis, policy design and business case drafting in line with project requirements, ensuring impartiality and compliance with public procurement regulations;
* Work with internal experts and external consultants to develop the strategic business case including an appraisal of economic impact, supply chain impact and labour market impact. Identify obstacles to success and make recommendations for public policy, regulatory and investment models;
* Oversee the delivery of a series of project reports detailing CO2 pathways, impacts, recommendations and a final Cluster Plan.
* Ensure that all financial claims and other outputs are delivered on time and to the required quality and accuracy;
* Ensure that all data and confidential information is treated in accordance with the project’s collaboration agreement and with any other requirements as may be agreed with partners and information providers;
* On completion, commission an independent evaluation, close out the project and provide all monitoring and performance data, ensuring that all records and core project files are fully retained in accordance with data retention policy;
* Work with TVCA’s Communications team to develop a marketing plan and communication protocol and organise events with government, industry bodies, the public, schools, and politicians, such that the dissemination requirements of the project are met in full;
* Ensure compliance with Corporate Governance procedures and relevant legislation including public procurement regulations and the the Data Protection Act;
  + Ensure that the project is managed in accordance with the Authority’s policies and procedures on equality, diversity and inclusion;
* Take reasonable care of your own health & safety and co-operate with management, so

far as is necessary, to ensure compliance with the Authority and other appropriate health and safety rules and legislative requirements;

* Work flexibly and undertake such other duties and responsibilities commensurate with

the grading and nature of the post including travel outside of the immediate region; and,

* Undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post.