

**North of Tyne Combined Authority**  
**Job Description**



**Post title:** Digital Development Specialist (A4561)

**Responsible to:** Principal Innovation & Economy Manager

**Responsible for:** N/a

**Evaluation:** 698 Points **Grade:** N11

**Job purpose:** To lead on the North of Tyne Combined Authority's digital strategy to enhance the digital infrastructure, connectivity and services across the region to achieve the ambitions of the North of Tyne Combined Authority.

**Main Duties:** The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1. To identify, design and deliver a significant portfolio of capital and revenue digital projects based on the digital development to improve the digital connectivity of residents and businesses in the region.
2. To provide strategic advice to the Combined Authority and its Constituent Authorities on all matters relating to Digital infrastructure design, delivery and implementation.
3. To project manage the implementation of the North of Tyne Local Full Fibre Programme
4. To identify, secure and manage financial resources from internal and external funding sources to support and enable the delivery of a comprehensive digital infrastructure across the North of Tyne Area
5. To be responsible for developing, implementing and maintaining good relationship management mechanisms between the Combined Authority, Stakeholders, Providers and residents of the North of Tyne.

6. To participate in the procurement of digital infrastructure and services and to manage assigned budgets and staff in accordance with the Combined Authority's processes and procedures.
7. To support the professional development of staff through coaching and mentoring as required.
8. To maintain an understanding of current developments, risks and compliance in respect of digital design and development, ensuring changes in legislation, industry practice and compliance are effectively implemented across the North of Tyne.
9. To write reports, briefing notes and presentations and to maintain appropriate documentation and records as required.
10. 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.
11. To assist in maintaining a healthy, safe and secure environment and to act in accordance with the Combined Authority's policies and procedures
12. To promote and implement the Combined Authority's Equality Policy in all aspects of employment and service delivery.