

## Person Specification

### Claims and Compliance Senior Manager

#### Part A

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

##### Essential

- Ability to step in and manage a complex variety of tasks – leading a team to achieve goals
- Very strong track record of successfully managing a portfolio of projects and programmes, ensuring delivery targets are met in line with agreed timescales
- Understanding of political environment in a Combined Authority and able to work well with senior politicians – briefing and supporting as necessary
- Knowledge of HMT and MHCLG good practice requirements and able to negotiate outcomes with officials
- Good understanding of different types of economic development and regeneration projects
- Demonstrable experience of working successfully with delivery partners to develop and deliver grant or loan investment funds – particularly those that may require flexibility within a regulatory framework
- Experience of working with stakeholders across the public and private sector, and of successfully working within a political environment
- Ability to develop and manage strong working relationships, working collaboratively to meet desired outcomes
- A good understanding of economic strategies and current policy on economic development and local growth
- Excellent written and oral communication skills, including effective negotiation skills and able to analyse, assimilate and present complex issues in a clear and coherent fashion
- Able to manage own workload to planned timescales, amid conflicting demands
- Excellent skills in Microsoft office, particularly Word, Excel and PowerPoint

##### Desirable

- Interest in Inclusive Economy and understanding of inclusive growth objectives
- Applied knowledge of economy of North of Tyne area
- Technical knowledge on State Aid and Procurement law
- Understanding of capital projects

#### Part B

In addition to seeking further evidence on the above criteria, the following will also be explored at interview stage:

- Organisational skills
- Approach to project management
- Approach to building and maintaining relationships with stakeholders
- Approach to analysing and presenting complex issues and thinking creatively and strategically to deliver outcomes
- Approach to problem solving, addressing underperformance or non-compliance

