

JOB DESCRIPTION

Post Title:	Digital Delivery Manager (Infrastructure)
Post Reference:	TVCA 313
Grade:	N
Responsible to:	Chief Digital Officer

Job Purpose

As Digital Delivery Manager (Infrastructure) you will be accountable for the delivery of key Digital projects and initiatives identified in TVCA's recently adopted Digital Strategy. The strategy aims to enable the Tees Valley to become a digitally Smart Region and to put the Tees Valley at the heart of the digital revolution.

Working to the Chief Digital Officer, you'll also work very closely with the Digital Delivery Manager (Innovation & Inclusion), Digital Development Officer and other TVCA colleagues to ensure digital projects are fully aligned with our wider investment priorities.

Duties & Responsibilities

Infrastructure

1. Support the roll out of digital infrastructure projects across Tees Valley, ensuring coverage of key industrial sites.
2. Support the implementation of national government digital infrastructure projects in Tees Valley
3. Cultivate positive relationships with network providers
4. Ensure engagement of external partners and stakeholders
5. Manage any ad hoc digital infrastructure queries

Inward Investment

6. Act as primary Relationship Manager to Digital Infrastructure organisation considering options within Tees Valley

General

7. Manage a portfolio of projects, including but not limited to the following: support the TV5G and Fibre Ring projects in a partner liaison role, assist in the rollout of the Freeport digital infrastructure, oversight of the Superfast Broadband programme (Wind down, clawback and underspend); and Project Gigabit.
8. Liaise with relevant partners and support networks in relation to the project portfolio.

9. Hold regular meetings with core network providers
10. Chair and manage the Tees Valley Digital Infrastructure group
11. Respond to regular internal and external communication
12. Act as initial escalation point for the project portfolio.
13. Resolve and remove blockers along with managing relevant risks, budgets, and people.
14. Manage dependencies of varying complexity, effectively planning, and feeding into the overall digital programme.
15. Ensure that project teams are structured effectively and have the right specialities and capabilities to ensure successful delivery.
16. Oversee project teams of internal colleagues, consultants and delivery partners to deliver complex projects within the agreed timeframe and budget.
17. Develop business cases and ensuring appropriate governance, oversight and assurance for emerging propositions.
18. Building relationships and engaging with internal and external stakeholders
19. Manage public sector governance and approvals processes, both internally and with Government.
20. Support effective budget management within the constraints of the project and monitor projected budgets against expenditure.
21. Contribute to the planning and running of the different phases of project delivery, leading the team through the project life cycle.
22. 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.
23. Undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post.
24. Ensure compliance with Corporate Governance procedures, procurement regulations and the Data Protection Act.
25. Work flexibly and undertake such other duties and responsibilities commensurate with the grading and nature of the post.