

JOB DESCRIPTION

Post Title:	Digital Delivery Manager (Innovation & Inclusion)
Post Reference:	TVCA 314
Grade:	N
Responsible to:	Chief Digital Officer

Job Purpose

As Digital Delivery Manager (Innovation & Inclusion) you will be accountable for the delivery of key Innovation and Inclusion projects 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 (Infrastructure), Digital Development Officer and other TVCA colleagues to ensure digital projects are fully aligned with our wider investment priorities.

Duties & Responsibilities

Innovation

1. Liaise with internal and external business support functions across the Tees Valley regarding digital business support, including Tees Valley Business, Made Smarter, Digital City and the Industrial Digitalisation Technology Centre (IDTC)
2. Support and promote digital elements of festivals and events
3. Investigate and assist in the roll out of local government smart technology
4. Investigate and assist in roll out of other innovative technology across the Tees Valley

Inclusion

5. Engage the local business and non-profit community on digital inclusion
6. Work across the TVCA group to identify skills training requirements and communicate these to relevant external stakeholders

Inward Investment

7. Act as primary Relationship Manager to Digital and professional Service Organisations considering options within Tees Valley

8. Manage a number of portfolio projects and initiatives, including but not limited to: Business Input on Digital Inclusion; maximising opportunities from technology providers and supporting the annual Animex festival.
9. Work with the Strategy, Intelligence and Policy team to monitor and evaluate digital skills gap evidence gathered through Tees Valley Business, external and internal surveys, job vacancies data etc
10. Liaise with Education, Employment and Skills (EES) team and education providers to ensure coordination of training to match skills gap
11. Work with the EES team and local digital businesses and education providers to grow digital apprenticeships, bootcamps etc
12. Support and promote the work of Digital City, IDTC, Made Smarter and Teesside University Net Zero Industry Centre digital lab when required - hold regular update meetings
13. Hold regular meetings with Tees Valley Business to ensure a joined up approach to digital business support
14. Investigate holding Tees Valley Games/Esports activity in Tees Valley
15. Assist local authorities and local NHS trusts with identifying appropriate technology and roll out across the five Tees Valley Local Authorities
16. Involvement with other initiatives such as the Centre for Frictionless trade; Fintech & Block chain technology

General

17. Act as initial escalation point for the project portfolio.
18. Resolve and remove blockers along with managing relevant risks, budgets and people.
19. Manage dependencies of varying complexity, effectively planning, and feeding into the overall digital programme.
20. Ensure that project teams are structured effectively and have the right specialities and capabilities to ensure successful delivery.
21. Oversee project teams of internal colleagues, consultants and delivery partners to deliver complex projects within the agreed timeframe and budget.
22. Develop business cases and ensure appropriate governance, oversight and assurance for emerging propositions.
23. Building relationships and engaging with internal and external stakeholders

24. Manage public sector governance and approvals processes, both internally and with Government.
25. Support effective budget management within the constraints of the project and monitor projected budgets against expenditure.
26. Contribute to the planning and running of the different phases of project delivery, leading the team through the project life cycle.
27. 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.
28. Undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post.
29. Ensure compliance with Corporate Governance procedures, procurement regulations and the Data Protection Act.
30. Work flexibly and undertake such other duties and responsibilities commensurate with the grading and nature of the post.