

**North of Tyne Combined Authority  
Job Description**



**Post title:** Project Manager (A5003)

**Responsible for:** N/A

**Evaluation:** 586 Points Grade: **N9**

**Job purpose:** To establish, coordinate, deliver and support project management arrangements that include a steering group, project team and tasks group to ensure the successful implementation of assigned projects in accordance with agreed objectives, financial targets, quality and performance.

**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 effectively project manage assigned strategic projects ensuring that all stakeholders are appropriately consulted, and that the projects are completed within the agreed timescales and budget provision.
2. To lead project review and planning meetings and other internal and external meetings as required. This will include co-ordinating project plans and ensuring the Combined Authority is represented appropriately.
3. To effectively inform, engage and promote strategies to relevant stakeholders.
4. To establish project team(s) and work streams to enable successful delivery of objectives, allocating work to and supervising staff as appropriate.
5. To plan and negotiate with colleagues, managers and stakeholders as appropriate to secure the most cost-effective and appropriate provision of services where necessary.
6. To assist in developing strategies for improving outcomes for North of Tyne residents.
7. To report progress and project outcomes to the Combined Authority's management structures.

8. To interpret local and national policy/legislation and provide advice to Managers to inform priorities.
9. To contribute to the development of the Combined Authority's service planning activities, policy and priorities, ensuring alignment to the Authority's strategic aims and objectives.
10. To promote and implement the Combined Authority's Equality and Diversity Policy in all aspects of employment and service delivery.