

Job Description

Post title	Skills Project Manager
Grade	N9
Directorate	Skills, Inclusion and Public Sector Innovation
Team	Skills Programme and Delivery
Reporting to	Programme Manager (Skills)
Responsible for	N/A

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.

Duties and responsibilities

Listed below are the responsibilities this role will be primarily responsible for:

- 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.
- 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.
- To effectively inform, engage and promote strategies to relevant stakeholders.
- To establish project team(s) and work streams to enable successful delivery of objectives, allocating work to and supervising staff as appropriate.
- To plan and negotiate with colleagues, managers and stakeholders as appropriate to secure the most cost-effective and appropriate provision of services where necessary.
- To assist in developing strategies for improving outcomes for North East MSA residents.

- To report progress and project outcomes to the North East MSA's management structures.
- To interpret local and national policy/legislation and provide advice to Managers to inform priorities.
- To contribute to the development of the North East MSA's service planning activities, policy and priorities, ensuring alignment to the MSA's strategic aims and objectives.
- To promote and implement the North East MSA's Equality and Diversity Policy in all aspects of employment and service delivery.

Organisational responsibilities

- **Communication**

We communicate effectively with our peers, partners and local authorities and work collaboratively to provide the best possible outcomes. Communication between teams, services and partner organisations is imperative in providing the best possible service to the region.

- **Confidentiality**

All members of staff are required to undertake that they will not divulge to anyone personal and/or confidential information to which they may have access during the course of their work.

All members of staff must be aware that they have explicit responsibility for the confidentiality and security of information received and imported in the course of work and in using organisation information assets.

- **Health, Safety and Wellbeing**

We take responsibility for health, safety and wellbeing in accordance with the North East MSA Health and Safety policy and procedures.

- **Performance Management**

We promote a culture whereby performance management is ingrained, and the highest of standards and performance are achieved by all. You will contribute to the organisation's appraisal processes to ensure continuous learning and improvement and to increase organisational performance.

All members of staff will receive appraisals, and it is the responsibility of each member of staff to follow guidance on the appraisal process.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by their manager.

Values and Behaviours

Our values and behaviours are the things that are important to us, individually and as a team. They articulate the way we want to conduct ourselves. Combined, they work together to make us who we are, and we use them to anchor all that we do. The North East MSA values are:

- Strive for brilliance.
- One team.
- Drive sustainability.
- Make it happen.
- Be inclusive.

Equalities and Diversity

We are committed to creating a fairer North East where everyone can thrive with aspirational jobs, new skills, and better homes. All employees are responsible for taking proactive steps to eliminate discrimination, advance equal opportunities and foster good relationships in every aspect of their work.

Special requirements of post

- **DBS**

This post is not subject to a disclosure.

- **Politically restricted**

The North East MSA has designated that this post is not politically restricted in accordance with the requirement of section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State.

Person Specification: Skills Project Manager

The following criteria will be used to shortlist at the application stage and will be further explored at the interview stage.

	Essential	Desirable
Qualifications	Relevant degree or minimum 5 years' experience in a similar role.	- Project management qualification (e.g., PRINCE2, PMP). - Evidence of continuous professional development.
Experience	- Proven track record of managing projects within the adult skills sector. - Experience in building and maintaining relationships with stakeholders. - Knowledge of adult education and skills development frameworks. - Experience of developing and managing information systems and processes to capture performance data.	Experience in managing change and implementing new strategies.
Skills and Knowledge	- Ability to deliver projects on time and within budget. - Excellent written and verbal communication skills. - Strong analytical skills to develop effective solutions. - Ability to lead and motivate a team to achieve project goals. - Understanding and knowledge of the workings of a Strategic Authority and/or local government	

Personal Qualities	• Shows enthusiasm and drive for continuous improvement. • Able to manage conflicting demands and work under pressure. • Comfortable working both independently and as part of a team. • High level of integrity and professionalism. • Results-oriented approach with a commitment to equality and diversity.	
Additional Requirements		