Job Description

Post title	Project Manager – Data
Grade	N9
Directorate	Skills, Inclusion and Public Service Reform
Team	Health and Employability
Reporting to	Programme Manager
Responsible for	n/a

Job Purpose

To lead, establish and coordinate innovative and effective data analysis to ensure the successful delivery, review and scrutiny of assigned projects in accordance with agreed objectives, financial targets, quality and performance frameworks; providing Programme Managers with regional insight originating from our programmes.

Duties and responsibilities

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

- To effectively project manage data-focused strategic projects ensuring that all stakeholders are appropriately consulted, and that the projects are completed within the agreed timescales and budget provision.
- To lead provision of robust data insight into project review and planning meetings and other internal and external meetings as required, co-ordinating data workstreams and project plans and ensuring the North East Mayoral Strategic Authority (MSA) is represented appropriately.
- To effectively inform, engage and promote data-lead strategies and insights to relevant internal stakeholders.
- To establish project team(s) and data 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 data services, tools and analytical support where necessary.

- To assist in developing data-driven strategies and analytical approaches for improving outcomes for North East MSA residents.
- To report progress, insight and project outcomes to the North East CA's management structures.
- To interpret local and national data and provide advice to Managers to inform priorities, cold spots and opportunities.
- To contribute to the development of the North East MSA's service planning activities, policy and priorities, ensuring alignment to the North East MSA's strategic aims and objectives, with a focus on evidence-based decision making.
- 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**

  This post is not designated as a politically restricted post in accordance with the requirements 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: Project Manager - Data

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.	• Data and Insight Qualification.
Experience	• A track record of successfully leading data and performance activity within employment-related projects, supporting people into work, ensuring delivery targets are met in line with agreed timescales. • Experience of managing data and controlling data systems, ideally in a publicly funded environment. • Experience of developing and managing data systems, standards and processes to capture, assure, analyse and report performance data.	
Skills and Knowledge	• Excellent organisational skills with excellent written, oral and data presentation skills, including the ability to communicate complex analysis clearly to a range of audiences. • Good understanding of the North East labour market challenges, specifically health related barriers to work and effective approaches to address them, with the ability to apply data and evidence to inform insight and decision-making.	• An understanding of the vision and priorities of the North East MSA
Personal Qualities	• Demonstrable interest in regional working and an understanding of the national policy context specifically in relation to health and employability with the ability to apply data and evidence to inform policy insight and delivery. • Continual learning and professional development particularly in data, analysis and evidence-led practice.	

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	• Enjoying being part of a team and living the values wherever you work including collaborative working across data and analytical functions. • A commitment to collaborating and building effective working relationships between public (specfically the health sector), private, voluntary organisations, including sharing and utilising data and insight to support joint outcomes. • A self- starter - ability to manage own workload to planned timescales, amid conflicting demands.	
Additional Requirements	• The role will involve travel around the region, therefore a full driving license and access to a personal vehicle will be advantageous.	

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