Job Description

Post title	Project Manager	
Grade	N9	
Directorate	Skills, Inclusion and Public Service Reform	
Team	Health and Employability	
Reporting to	Programme Manager	
Responsible for	N/A	

Job Purpose

To establish, coordinate, deliver and support project management arrangements that include a steering group/expert unit, 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:

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 North East Mayoral Strategic Authority (MSA) 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 residents of the North East region.

7. To report progress and project outcomes to the MSA'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 MSA's service planning activities, policy and priorities, ensuring alignment to the Authority's strategic aims and objectives.
10. To promote and implement the 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 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 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.

North East Mayoral Strategic Authority

Person specification
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 a minimum of 5 years' experience in a similar role.	• Project Management Qualification
Experience	• A track record of successfully leading a portfolio of employment related projects, supporting people into work, ensuring delivery targets are met in line with agreed timescales and budget limitations. • Experience of cross-policy and/or cross-directorate working. • Experience of managing budgets and controlling expenditure, ideally in a public funding environment. • Experience of developing and managing information systems and processes to capture performance data and report on performance against targets.	
Skills and Knowledge	• Ability to assimilate an evidence-based case for action and co-design projects and programmes in accordance with key principles • Ability to influence and leverage buy-in and engagement in projects across stakeholder groups • Excellent organisational skills • Excellent written, oral and presentation skills • Ability to manage own workload to planned timescales, amid conflicting demands. • Proficient in the use of Microsoft Office (Word, Excel, PowerPoint, MS Forms) and project management software. • Attention to detail and a high level of accuracy	• An understanding of the vision and priorities of the MSA.

	• Ability to identify issues and recommend practical solutions to improve processes. • Flexible and responsive to changing needs and priorities within a dynamic work environment. • Good understanding of the North East labour market challenges, specifically health related barriers to work and effective approaches to address them.	
Personal Qualities	• An apetite for continual learning and professional development. • Enjoying being part of a team and living the values wherever you work. • A self- starter with the ability to manage own workload to planned timescales, amid conflicting demands.	
Additional Requirements		