# Job Description

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| **Post title** | Programme Manager |
| **Grade** | N11 |
| **Directorate** | Skills, Economic Inclusion and Public Sector Reform |
| **Team** | Health and Employability |
| **Reporting to** | Principal Health and Employability Manager |
| **Responsible for** | Allocated staff |

## Job Purpose

To effectively develop and manage one or more of the North East Mayoral Strategic Authority's inclusive economic programmes, in order to facilitate the delivery of the Corporate plan and inclusive economy ambitions.

To assist partners and key stakeholders in developing programmes which will deliver local inclusive growth. To assist in convening and securing funding as required to deliver on the inclusive ambitions.

## Duties and responsibilities

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

- To support the North East MSA senior management to deliver the inclusive economic ambitions set out in the Corporate Plan.
- To programme manage one or more strategic programmes, in order to facilitate the delivery of the Corporate Plan, including implementing and overseeing processes which ensure effective risk, issue, financial and performance management, benefits realisation and governance.
- To carry out programme and project appraisals, due diligence, monitoring and evaluation as appropriate.
- To co-develop projects with commercial partners and stakeholders, from project idea to compliant full business case. Such projects will inform a project pipeline that contributes to the ambitions set out in the Corporate Plan.
- To write funding bids, as required, to secure and/or maximise project funding, and to negotiate and establish project funding agreements to ensure optimum outputs and value for money are achieved.
- To write reports and service the North East MSA Cabinet and North East MSA Education, Inclusion and Skills Portfolio Advisory Board and North East Regional Labour Market Partnership as required.
- To build and develop partner relationships and manage stakeholder expectations within and out with the North East, including relationships with local and national government.

- To develop and implement communication strategies so as to engage all partners and stakeholders.
- To procure goods and services for the North East MSA and carry out effective contract management as required.
- To contribute to the development of the North East MSA's service planning activities and priorities, ensuring alignment to the North East MSA's strategic aims and objectives.
- To promote and implement the North East MSA's Equality 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:  Programme Manager

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

| | Essential | Desirable |
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| **Qualifications** | • Educated to degree level in a relevant discipline or 5 years' experience in a similar role. | • Evidence of continued professional development.<br>• Project Management qualification. |
| **Experience** | • Evidence of successfully managing programme to support people into work and remain in work, including the effective risk, issues, financial/performance management, benefits realisation and governance.<br>• Experience of programme appraisal, due diligence and evaluation.<br>• Experience of securing funding and bid writing.<br>• Experience of effectively managing budgets.<br>• Good understanding of national and regional labour market challenges, specifically economic activity.<br>• Experience of developing and maintaining positive working relationships with stakeholders at all levels. | • Good understanding and knowledge of the workings of local government. |
| **Skills and Knowledge** | • Strong and effective verbal and written communication.<br>• Staff management experience.<br>• Excellent organisation and time management skills whilst working to challenging deadlines.<br>• Excellent working knowledge of Microsoft applications and IT systems.<br>• An understanding of the vision and priorities of the North East MSA. | |

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| **Personal Qualities** | • Ability to work independently and as part of a team.<br>• Ability to set work priorities for the team.<br>• High level of integrity and professionalism.<br>• Adaptability and willingness to embrace change.<br>• Pro-active and results orientated approach.<br>• Committed to the principles of equality and diversity. | |
| **Additional Requirements** | | |