Job Description

Post title	Principal Mayoral Development Zones Manager
Grade	SM1
Directorate	Economic Growth - Place
Team	Housing and Regeneration
Reporting to	Head of Housing and Regeneration
Responsible for	Allocated staff

Job Purpose

The Principal Mayoral Development Zones Manager will lead, develop and manage major regeneration and infrastructure programmes and projects for the North East Mayoral Strategic Authority. This role will provide expertise, leadership and accountability, working with key stakeholders to develop a range of partnership or commercially led initiatives to unlock economic growth within the region.

The Manager will lead a team and support the Assistant Director of Place and Head of Housing and Regeneration in providing leadership, vision and direction to unlock major regeneration and infrastructure priorities for the North East MSA.

Duties and responsibilities

- Lead on the design, development and implementation of plans, programmes and projects that deliver major regeneration and infrastructure priorities of the North East MSA.

- Support the Head of Housing and Regeneration and Assistant Director of Place to ensure that the growth and regeneration agenda for the region and the North East MSA's Investment Fund, Integrated Settlement and delivery tools are aligned.

- Lead on the development of business cases for funding, ensure strategic fit and adherence to the Single Assurance Framework. Work with partners to develop investment cases, consider funding models and pipelines.

- Lead and manage the implementation and delivery of a portfolio of major regeneration and infrastructure projects and programmes, playing an active role in establishing governance, managing performance, risk throughout the development and delivery cycle.

- Lead, contribute and participate in strategic and operational planning processes and corporate or directorate projects, programmes and assignment as required, including relationship to the political, commercial and financial objectives of the North East MSA.

- Provide effective strategic and business planning support to the Director, Assistant Director and Head of Service and Portfolio Members as appropriate in relation to key strategic issues facing the North East MSA and major regeneration and infrastructure needs and delivery.

- Develop, provide and implement a coordinated approach to Mayor and Portfolio Member development to support their leadership role.

- Build, strengthen and develop effective partnerships with a wide range of senior stakeholders both internal and external to the North East MSA and develop the North East MSA's response to initiatives and investment proposals from a range of external partners, government agencies and stakeholders including constituent local authorities.

- Work with local authority officers across the region to establish effective approaches that consider regeneration and infrastructure priorities, pipelines and major regeneration projects and programmes and investment to support strategic and political objectives. Liaising with agencies and private sector partners to maximise investment for the region.

- Maintain a good understanding of legal, ethical, political and commercial issues, ensuring compliance and knowledge of delivery vehicles and mechanisms that support the implementation of major regeneration and infrastructure priorities for the region.

- Lead, develop and empower direct reports to support their achievements and contribution to the North East MSA's objectives and Corporate Plan – fostering a culture of excellence and innovation.

- Oversee budget and financial planning to ensure effective resource allocation and value for money.

- To network, research and represent the North East MSA nationally and regionally with representatives from Government departments, to advocate the region and so the North East MSA can learn from best practice and develop evidence-based solutions that support 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: Principal Mayoral Development Zones 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	• Educated to degree level in a relevant discipline or equivalent experience in a similar role.	• Evidence of continued professional development. • Membership of relevant professional body. • Project/Programme Management Qualification. • Post graduate qualification in a relevant discipline.
Experience	• Proven experience of project/programme leadership management and delivery. • Experience of developing, shaping and managing complex regeneration/infrastructure project and programmes. • Experience of securing business case development, funding and bid writing. • Experience of procurement and commissioning evidence, masterplans and/or studies to support regeneration and infrastructure development. • Experience of programme appraisal, due diligence and evaluation. • Experience of project scheduling, monitoring and reporting of project deliverables. • Experience of programme and project risk identification and risk management solutions. • Managing and analysing data to deliver solution driven approaches. • Experience of effectively managing budgets.	• Understanding and knowledge of the workings of local government. • Experience of managing teams against nationally set deadlines and data/targets. • Experience of assessing scheme development appraisals. • Liaison with government departments and agencies. • Experience of using and understanding of project planning software. • Experience of developing commercial investment proposals.

	• Experience of developing and maintaining positive working relationships with stakeholders at all levels. • Experience of building collaborative stakeholder relationships and managing teams.	
Skills and Knowledge	• Knowledge of regeneration, infrastructure, place-based approaches, planning, housing delivery and inclusive growth principles. • Understanding of the regeneration and infrastructure policy and national priorities • Strong programme management skills. • Knowledge of the planning system, site master planning processes and site appraisals. • Strong analytical and decision-making skills. • Strong and effective verbal and written communication and influencing skills. • Excellent leadership and experience of managing teams. • Excellent organisation and time management skills whilst working to challenging deadlines. • Excellent stakeholder engagement, negotiation and partnership skills. • Excellent working knowledge of Microsoft applications and IT systems. • An understanding of the vision and priorities of the North East MSA.	• Technical regeneration and development skills such planning, surveying or development appraisals. • An understanding of the vision and priorities of the North East MSA – Local Growth Plan. • In depth understanding of infrastructure, planning and regeneration policy.
Personal Qualities	• A Strategic thinker. • Ability to demonstrate leadership and team collaboration. • Adaptability and resilience. • Ability to work independently and as part of a team. • Ability to set work priorities for the team. • High level of integrity and professionalism. • Adaptability and willingness to embrace change. • Proactive and results orientated approach. • Committed to the principles of equality and diversity.	