

**North of Tyne Combined Authority
Job Description**



Post title: Relationship & Contract Manager (A4529)

Responsible to: Head of Inclusive Growth

Responsible for: N/a

Evaluation: 651 Points Grade: N10

Job purpose: To work in partnership with key stakeholders to define the future delivery requirements for adult skills across a range of business sectors and from the diverse demand from residents across the North of Tyne to achieve the ambitions of the Skills Strategy and Vision for the North of Tyne Combined Authority

Main Duties: The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1. To lead on the design, coordination, promotion, implementation, monitoring and review of commissioning and procurement activity to support the strategies and objectives of the Combined Authority.
2. To be responsible for developing, implementing and maintaining good relationship management mechanisms between the AEB function, Stakeholders, Providers and residents of the North of Tyne.
3. To act as first point of contact for Adult Education providers to ensure all partners and stakeholders are kept informed on related policy development, implementation plan progress, funding rules, associated risk, challenges faced and underperformance of Adult Education provision.
4. To develop and lead a performance management process of the Adult Education providers, including policies that address underperformance.
5. To undertake contract negotiations with funding organisations to ensure that all funding options are maximised.
6. To seek and maximise funding opportunities to oversee and prepare bids for external funding for projects as relevant.
7. To mentor and guide AEB Officers and be a first point of contact for raising issues in relation to contract management, programmes or projects.

8. To contribute to the development of the Combined Authority's service planning activities and priorities, ensuring alignment to the Authority's strategic aims and objectives.
9. To promote and implement the Combined Authority's Equality Policy in all aspects of employment and service delivery.