

## **North East Local Enterprise Partnership**

### **Job Description**

<b>Job Title:</b>	<b>Programme Support Officer</b>
<b>Service:</b>	<b>North East Local Enterprise Partnership</b>
<b>Responsible to:</b>	<b>Head of Strategy and Policy</b>
<b>Salary band:</b>	<b>North East Combined Authority Grade 8 (£26,999 to £30,507)</b>
<b>Host Employer:</b>	<b>North East Combined Authority</b>
<b>Fixed term until</b>	<b>30 September 2021</b>

### **Background**

The North East LEP leads on the development and delivery of the North East Strategic Economic Plan (SEP), working closely with partners from all sectors.

The Strategy, Policy and Analysis (SPA) team provides the focus for a number of pieces of work which support the development and delivery of the SEP; developing the organisations analysis, evidence and research activities; co-ordinating influencing of public policy and developing specialist strategies in key areas of strategic importance.

The postholder will play a key role at the heart of the SPA team, supporting and co-ordinating the team, providing administrative, financial and organisational support and undertaking programme management of key delivery activities associated with specialist programmes.

### **1. Primary Purpose**

- 1.1 To provide programme management and administrative support to the North East Local Enterprise Partnership's Strategy, Policy and Analysis Team, in order to facilitate the delivery of the North East Strategic Economic Plan and supporting strategies and programmes.
- 1.2 To prepare documentation and service key Boards, Working Groups and other meetings as required.
- 1.3 To play an active role as part of the wider North East Local Enterprise Partnership team as required, in order to assist in the delivery of the North East Strategic Economic Plan.

## **2. Principal Responsibilities**

- 2.1 To provide administrative and programme management support to the North East Local Enterprise Partnership Strategy, Policy and Analysis Team in its work to develop and deliver the North East Strategic Economic Plan and supporting strategies.
- 2.2 To set up, prepare for and service North East Local Enterprise Partnership Boards, Working Groups and other meetings as required.
- 2.3 To administer financial and other resources held and controlled within the Strategy, Policy and Analysis team and to report as required to the Head of Strategy and Policy and other identified Leads and Managers.
- 2.4 To be responsible for the planning and delivery of Strategy, Policy and Analysis Team meetings, away days and other activities.
- 2.5 To provide specific administrative and programme management support to the specialist programmes, initially focused on Energy for Growth but including similar programmes as required, including facilitating the delivery of a range of activities and investment objectives within the programme, and assisting with effective risk, financial and performance management, benefits realisation and governance activities.
- 2.6 To support and carry out regular programme and project appraisal, evaluation and reporting work, particularly to meet requirements for programme funding from sources such as ERDF and LGF.
- 2.7 To assist in developing projects with commercial partners, from project idea to 'green book' compliant full business case standard. Such projects will inform project pipelines that fulfil the ambitions set out in the Strategic Economic Plan and Local Industrial strategy.
- 2.8 To assist in preparing funding bids to secure and maximise programme funding.
- 2.9 To be responsible for the arrangement of travel, accommodation and provide other support for members of the team
- 2.10 To oversee the reporting and customer relationship management activities of Strategy, Policy and Analysis Team.
- 2.11 To carry out any other duties deemed appropriate for and on behalf of the North East Local Enterprise Partnership as required by the Head of Strategy and Policy and the Office Manager

## **3. Key Accountabilities**

- 3.1 To provide effective programme management support to, and documentation for strategic programmes, helping with delivering the North East Strategic Economic Plan and supporting strategies.
- 3.2 To carry out regular programme appraisal, evaluation and reporting, particularly as required to meet requirements for programme funding from sources such as LGF and ERDF.
- 3.3 To build and maintain effective relationships on behalf of the North East Local Enterprise Partnership, with national, regional and local partners
- 3.4 To be an active member of the wider North East LEP team.



## **Person specification**

### **Experience & Qualifications**

1. Excellent track record in supporting programme, project and financial management.
2. Experience of partnership working with internal/external organisations to achieve outcomes.
3. Excellent organisational and administrative skills.
4. An understanding of working effectively within a 'political' environment, and the need for clear, balanced advice and accountability
5. Experience of working within and supporting multi-disciplinary programme teams.
6. Experiencing in collating and reporting management and performance information.
7. Experience in database management.
8. Experience of supporting communications' and publication activities including an awareness of social media
9. Excellent facilitation skills to achieve programme outcomes.

### **Ability, skills and knowledge**

1. An understanding of economic development and of the role of Local Enterprise Partnerships
2. An understanding of the role of public policy and research and evidence activity in an organisation
3. Excellent written and verbal communication skills to convey ideas and information to people with varying levels of understanding about the role of the North East LEP.
4. The ability to build productive working relationships with partners and stakeholders and work as part of a virtual team.
5. Ability to think, plan and work across a partnership to support delivery of projects and programmes.
6. An understanding of public funding and its role in supporting economic development
7. Ability to build and maintain effective relationships with key partners, stakeholders and the wider community.
8. An understanding of data collection and working with performance management systems.
9. An ability to oversee and administer budgets and undertake financial administration
10. An understanding of customer relationship management systems
11. Ability to adopt an overview across a multi-disciplinary programme and flexibly support the implementation of programmes and projects.
12. Ability to operate effectively with a high volume workload.
13. Excellent organisational and time management skills
14. A willingness to undertake training and development whilst in the post.

### **Personal Attributes**

1. Committed to acting corporately and collaboratively – inside and outside the organisation.

2. An enthusiastic and proactive approach to the delivery and requirements of the role
3. High-level of drive and motivation to achieve.
4. Strong inter-personal skills.
5. Outcome and achievement focused.
6. Conscientious and accurate.
7. Inquisitive approach to seeking information
8. Committed to partnership working.
9. Commitment to continuous improvement
10. Commitment to Equal opportunities