

North of Tyne Combined Authority
Job Description



Post title: Project Manager (A4574)
Evaluation: 599 Points **Grade:** N9
Responsible to: Head of Inclusive Growth
Responsible for: Programme Officers

Job purpose: To establish, co-ordinate, deliver and support project management arrangements that include a steering group, project team and task groups to ensure the successful implementation of assigned projects in accordance with agreed objectives, financial targets, quality and performance.

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 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 Combined Authority is represented appropriately.
3. To effectively promote and communicate strategies to relevant stakeholders.
4. To establish and manage project team(s) and work streams as appropriate to reflect the right skills and knowledge to enable successful delivery of objectives.
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 inclusive economy outcomes for North of Tyne residents
7. To report progress and outcomes to NTCA 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 Combined Authority's service planning activities and priorities, ensuring alignment to the Authority's strategic aims and objectives.
10. To promote and implement the Combined Authority's Equality Policy in all aspects of employment and service delivery.