

Job Description

Job Title: Programme Manager
Service: North East Local Enterprise Partnership
Responsible to: Business and Sector Growth Director
Grade: N11
Host Employer: North of Tyne Combined Authority
Employment term: Fixed term for 2 years

1. Primary Purpose

- 1.1 To effectively develop and manage one or more North East Local Enterprise Partnership strategic programmes, in order to facilitate the delivery of the North East Strategic Economic Plan;
- 1.2 To assist partners and key stakeholders in developing commercial projects which will deliver local economic growth;
- 1.3 To assist in securing funding to deliver the Strategic Economic Plan.

2. Principal Responsibilities

- 2.1 To support the North East Local Enterprise Partnership senior management to deliver the North East Strategic Economic Plan.
- 2.2 To programme manage one or more strategic programmes, in order to facilitate the delivery of the Strategic Economic Plan, including implementing and overseeing processes which ensure effective risk, issue, financial and performance management, benefits realisation and governance.
- 2.3 To carry out programme and project appraisals, due diligence, monitoring and evaluation as appropriate.
- 2.4 To develop projects with commercial partners, from project idea to 'green book' compliant full business case standard. Such projects will inform a project pipeline that fulfils the ambitions set out in the Strategic Economic Plan.
- 2.5 To write funding bids to secure and maximise programme funding, and to negotiate and establish project funding agreements to ensure optimum outputs and value for money are achieved.
- 2.6 To write reports and service the North East Local Enterprise Partnership Board and Sub Boards as required.
- 2.7 To build and develop partner relationships and manage stakeholder expectations within and out with the North East, including relationships with central government as required.
- 2.8 To develop and implement communication strategies so as to engage all partners and stakeholders.
- 2.9 To procure goods and services for the North East Local Enterprise Partnership and carry out effective contract management as required.
- 2.10 To carry out any other duties deemed appropriate for and on behalf of the North East Local Enterprise Partnership Board.

3. Key Accountabilities

- 3.1 To work towards achieving the ambitions set out in the North East Strategic Economic Plan.
- 3.2 To develop and manage multi-disciplinary strategic programme(s) to facilitate the delivery of the North East Strategic Economic Plan.
- 3.3 To build and maintain effective relationships on behalf of the North East Local Enterprise Board, with national, regional and local partners.