

North East Local Enterprise Partnership



Person Specification

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

Experience & Qualifications

1. Experience of working on innovation, investment (access to growth and R&D investment) and business growth programmes.
2. Experience of working with multiple partners and steering groups to develop and deliver annual delivery plans.
3. Excellent track record in programme, project and financial management.
4. Experience of partnership working, including negotiating, communicating and joint working with multiple internal/external organisations to achieve outcomes.
5. Experience of developing strategies and initiatives, including maximising external funding opportunities with demonstrable commercial acumen.
6. Evidence, or detailed understanding, of working effectively within a 'political' environment, providing clear, balanced advice and guidance.
7. Excellent facilitation and negotiation skills and experience of consensus building.
8. Experience of navigating complex policy and funding environments – local, national and European.

Ability, skills and knowledge

1. Ability to build productive relationships with partners, at a local, regional, national and international level, to develop working relationships, secure funding to support the implementation of the North East Health & Life Science Sector Strategy.
2. Knowledge of the elements of an effective industry lead cluster that supports the transformation of businesses within the cluster.
3. Ability to ensure equitable benefit across all local and combined authorities, building consensus on which projects to prioritise for support.
4. Ability to manage workload and relationships while supporting multiple projects.
5. Skills and knowledge of what drives the competitiveness of Health & Life Science at both a business and sectoral level.
6. An understanding of key issues and barriers in successfully developing and delivering projects that develop the competitiveness of the Health & Life Science sector.
7. Knowledge of project management, applied to projects, including commercial models, risk assessment, technical appraisal and planning.
8. Understanding of relevant local and national policy and funding relating to Health & Life Sciences. Ability to identify appropriate funding routes for project delivery,

and to support partners through internal or external bid and approval processes to secure these.

9. Knowledge of regeneration, economic development and current national policy in relation to Local Enterprise Partnerships and economic growth.
10. Excellent written, presentation, and verbal communication skills to convey ideas, in an objective manner, to people with varying levels of Health & Life Science expertise.
11. Ability to think, plan and manage strategically, develop effective strategies to meet outcomes.
12. High-level analytical skills, with the ability to exercise sound judgement and cultural sensitivity in seeking creative solutions to complex situations.
13. Ability to build and maintain effective relationships with elected members, key partners, stakeholders and the wider community.
14. Ability to adopt a strategic view and relate strategy to action.
15. Ability to operate effectively with a high volume, high sensitivity workload.
16. Excellent organisational and time management skills.
17. 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. Political sensitivity and awareness.
7. Committed to partnership working.
8. Committed to continuous improvement.
9. Commitment to Equal Opportunities.