

North of Tyne Combined Authority Job Description

Post title: Principal Housing & Infrastructure Manager
Responsible to: Chief Economist
Responsible for: Policy & Economy Advisors

Evaluation: **Grade:** SM1

Job Dimension:

1. To have lead responsibility and accountability for expert advice in above specialist field of knowledge and/or delivery which impacts significantly on the achievement of key outcomes for the Combined Authority;
2. To support the Director and Chief Economist in providing leadership, vision and direction to ensuring an innovative and robust pipeline of investment that supports key sector recovery and growth and ensures the Cabinet's political vision and priorities are translated into delivery within key areas of the organisations work programme;
3. To support the Chief Economist, Directors and Members as appropriate in providing vision, leadership and direction,
4. To oversee the work of and line manage Policy and Economy Advisors.

Principal Accountabilities:

1. Lead, contribute and participate in NTCAs strategic and operational planning processes and corporate or directorate projects and assignments as required, including relating to the political, commercial and financial objectives of the Combined Authority;
2. Lead on the design and implementation of policies and associated plans that align with NTCAs overall strategy including leading on key areas of the Combined Authority investment programme;
3. To support the Head of Inclusive Growth to ensure positive links between the inclusive growth agenda and the Combined Authority's wider investment programme are made;
4. To lead on the development of business cases for funding, ensure strategic fit with NTCA priorities, adherence to the NTCA assurance framework and develop a balanced pipeline of investment in partnership with key stakeholders. Supporting the implementation and delivery of the Combined Authority's major investments, playing an active role in managing performance and risk throughout the project development and delivery cycle;

5. To contribute to meeting the NTCA's priorities by providing effective strategic and business planning support to the Chief Economist, Directors and Members as appropriate in relation to key strategic issues facing the Combined Authority area;
6. To develop and implement a co-ordinated approach to member development to support their leadership role;
7. To lead significant aspects of the Combined Authority's long-term approach and investment in the recovery and growth of key sectors, including ageing and digital sectors;
8. To strengthen relations with a wide range of senior stakeholders both internal and external to the Combined Authority and develop the Combined Authority's response to initiatives and investment proposals from a range of external partners and stakeholders including constituent local authorities;
9. To work with local authority officers across the North of Tyne to establish an effective performance management framework that ensures the Combined Authority's strategic and political objectives are achieved through robust stakeholder, pipeline and programme management;
10. To support the implementation and delivery of the Combined Authority's major investments, playing an active role in managing performance and risk throughout the project development and delivery cycle;
11. Maintain a good understanding of legal, ethical, political and commercial issues, ensuring compliance with local and international laws (e.g. data protection, ethics);
12. To lead, develop and empower direct reports to support their personal achievement and contribution to the delivery of the Combined Authority's objectives;
13. To support the development of effective partnerships locally, regionally, nationally and internationally to ensure the delivery of NTCA priorities. Liaising with the universities, public-sector agencies and private sector partners and work with potential inward investors to maximise investment in the region;
14. To collaborate with partners across the region to ensure a co-ordinated approach to economic development and investment that enhances the Combined Authority's external profile, impact and influence;
15. To research, network and represent the Combined Authority nationally and regionally, including with representatives of Government Departments, so that the NTCA identifies and learns from best practice in other organisations. Being a strong advocate of prototyping, evidence-based solutions and innovation;
16. To promote and implement the Combined Authority's Equality Policy in all aspects of employment and service delivery.

Date 07/20