

North of Tyne Combined Authority

Job Description



Post title: Senior Economic Development and Regeneration Officer (A4878)

Responsible to: Principal Strategy & Economy Manager

Responsible for: Staff as allocated

Evaluation: 698 Points **Grade:** N11

Job purpose: Co-ordinate the development and delivery of regeneration investments and interventions in the North of Tyne. Ensuring effective stakeholder management process are implemented in support to investment projects.

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 lead and co-ordinate the Combined Authority's delivery of regeneration projects with responsibility of all aspects of the delivery of an innovative economic programme
2. To lead or participate in projects and assignments as required – with a clear focus on delivery
3. To provide advice for executive and other committees, including Investment Panel and portfolio holders, regarding the delivery of the North of Tyne projects and programmes
4. Lead programme management arrangements of regeneration projects
5. To develop policy and provide advice and guidance in strengthening relations with businesses to achieve regeneration goals
6. To co-ordinate the Combined Authority's response to initiatives and investment proposals from existing businesses within regeneration areas
7. To work with officers across the North of Tyne to establish an effective performance management framework to ensure the regeneration and economic objectives are achieved.

8. To ensure, so far as is practicable, that the role of regeneration is appropriately reflected in all directorate policies, service plans and activities.
9. Liaise with the universities, public-sector agencies and landowners and work with potential inward investors to increase the number of companies choosing to invest in the Region and to maximise investment from existing companies that complement regeneration areas.
10. To support the professional development of staff through coaching and mentoring as required.
11. To manage staff as allocated in line with Combined Authority procedures to ensure effective service delivery.
12. To collaborate with partners and stakeholders across the region to ensure a co-ordinated approach to regeneration.
13. To research, network and represent the Combined Authority nationally and regionally, so that the North of Tyne identifies and learns from best practice in other organisations.
14. To promote and implement the Combined Authority's Equality Policy in all aspects of employment and service delivery.