

Job Description

Post title	Project Manager
Grade	N9
Directorate	Skills, Inclusion and Public Service Reform
Team	Work and Health
Reporting to	Programme Manager
Responsible for	Connect to Work

Job Purpose

To establish, coordinate, deliver and support project management arrangements that include a steering group, project team and tasks group to ensure the successful implementation of assigned projects in accordance with agreed objectives, financial targets, quality and performance.

Duties and responsibilities

Listed below are the responsibilities this role will be primarily responsible for:

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 inform, engage and promote strategies to relevant stakeholders.
4. To establish project team(s) and work streams to enable successful delivery of objectives, allocating work to and supervising staff as appropriate.
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 outcomes for North East CA residents.
7. To report progress and project outcomes to the Combined Authority's 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, policy and priorities, ensuring alignment to the Authority's strategic aims and objectives.
10. To promote and implement the Combined Authority's Equality and Diversity Policy in all aspects of employment and service delivery.

Organisational responsibilities

- **Communication**

We communicate effectively with our peers, partners and local authorities and work collaboratively to provide the best possible outcomes. Communication between teams, services and partner organisations is imperative in providing the best possible service to the region.

- **Confidentiality**

All members of staff are required to undertake that they will not divulge to anyone personal and/or confidential information to which they may have access during the course of their work.

All members of staff must be aware that they have explicit responsibility for the confidentiality and security of information received and imported in the course of work and in using organisation information assets.

- **Health, Safety and Wellbeing**

We take responsibility for health, safety and wellbeing in accordance with the North East CA Health and Safety policy and procedures.

- **Performance Management**

We promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. You will contribute to the organisation's appraisal processes to ensure continuous learning and improvement and to increase organisational performance.

All members of staff will receive appraisals and it is the responsibility of each member of staff to follow guidance on the appraisal process.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by their manager.

Values and Behaviours

Our values and behaviours are the things that are important to us, individually and as a team. They articulate the way we want to conduct ourselves. Combined, they work together to make us who we are and we use them to anchor all that we do. The North East CA values are:

- Strive for brilliance
- One team
- Drive sustainability
- Make it happen
- Be inclusive

Equalities and Diversity

We are committed to creating a fairer North East where everyone can thrive with aspirational jobs, new skills, and better homes. All employees are responsible for taking proactive steps to eliminate discrimination, advance equal opportunities and foster good relationships in every aspect of their work.

Special requirements of post

- **DBS**

This post is not subject to a disclosure.

- **Politically restricted**

This post is not designated as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State.

Project Manager Person Specification

The following criteria will be used to shortlist at the application stage and will be further explored at the interview stage.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Relevant degree or minimum 5 years' experience in a similar role. 	<ul style="list-style-type: none"> Project Management Qualification.
Experience	<ul style="list-style-type: none"> A track record of successfully leading a portfolio of employment-related projects supporting people into work, ensuring delivery targets are met in line with agreed timescales. Experience of managing budgets and controlling expenditure, ideally in a public funding environment. Experience of developing and managing information systems and processes to capture performance data. 	
Skills and Knowledge	<ul style="list-style-type: none"> Excellent organisational skills with excellent written, oral and presentation skills Good understanding of the North East labour market challenges, specifically health related barriers into work and effective approaches to address them. 	<ul style="list-style-type: none"> An understanding of the vision and priorities of the Combined Authority

Personal Qualities	<ul style="list-style-type: none">• Demonstrable interest in regional working and an understanding of the national policy context specifically in relation to work and health.• Continual learning and professional development• Enjoying being part of a team and living the values wherever you work• A commitment to collaborating and building effective working relationships between public (specifically the health sector), private, voluntary organisations• A self- starter - ability to manage own workload to planned timescales, amid conflicting demands.	
Additional Requirements		