

Job description / Person Specification

This post is part-funded by the European Regional Development Fund

Title Contract and Partnership Manager D2N2 Digital Business Growth Programme	Department Place	Post Ref.
<p>Job Purpose</p> <p>To implement, manage and monitor the D2N2 Digital Business Growth Programme (DBGP) in order to deliver the benefits as defined by the DBGP objectives.</p>		
<p>Key Responsibilities</p> <ol style="list-style-type: none"> 1. To ensure the DBGP is delivered on-time, within scope and within budget, as agreed within the programme plan. 2. To establish, with partners, Programme content and key deliverables and translate these into operational workstreams. 3. To develop the DBGP, especially the County Council's Accountable Body functions, ensuring that tasks and responsibilities are clearly identified, allocated, monitored and delivered. 4. To provide technical and secretariat support to the Programme Governance Group, ensuring that meetings are conducted within the approved governance structure and that Terms of Reference requirements are adhered to with the objective of supporting effective and transparent decision making. 5. To act as the ESIF compliance lead for the DBGP. 6. To facilitate and work with the Programme Governance Group and the partners as appropriate, to ensure that all staff and stakeholders are aware of their roles within the programme plan 	<p>Key Accountabilities</p> <ol style="list-style-type: none"> 1. To take personal and proactive responsibility for own performance. 2. To lead and be accountable for the effective delivery of the DBGP programme. 3. In line with the Council's values, lead the development and delivery of customer focused, high-quality, cost effective services through effective engagement with a range of partners from the public, voluntary and community and private suppliers. 4. Provide high quality advice to NCC Members (including the Economic Development Committee) and officers through appropriate communication and dialogue. 5. Operate as an effective and pro-active relationship manager / business partner with other NCC Departments, communities and a range of partners, including the voluntary sector, businesses and other public sector organisations. 6. Scope, develop and implement the Programme, reporting and seeking agreement from the partners as required. 	

and make the required contributions to the DBGP within agreed deadlines.

7. To manage the DBGP's budget, monitoring expenditure and cost against delivered and realised benefits as the programme progresses.
8. To deliver a legally and financially robust programme, resulting in the Council delivering value for money.
9. To develop and co-ordinate robust programme and contract management processes and procedures, ensuring that all evidence is collected, stored and auditable, whilst ensuring partners remain compliant with ESIF regulations.
10. To manage both the dependencies and the interfaces between the DBGP and other ESIF projects.
11. To undertake day-to-day decision-making and take responsibility for the work of the DBGP in guiding partners.
12. To liaise with partners to develop key workstreams through the programme period, including programme roll-out; operational issues; communications; finance and risk.
13. To support effective and successful relationship and stakeholder engagement and management.
14. To ensure quality assurance and overall programme integrity.
15. To develop, deliver and review a risk management strategy and register and ensure that associated risk management systems and procedures are in place so that regular reports on risk are available as appropriate.
16. To co-ordinate, deliver and review a marketing and communication strategy in partnership with the DBGP's Communications and Marketing Executive to facilitate engagement with existing and prospective partners and sectors to maximise awareness and promote access to the Programme through relevant forms of communication media.
17. To manage exceptions, slippage and issues of priority and initiate corrective action as appropriate to ensure that deliverables are achieved.

<p>18. To plan, schedule, monitor and report on overall progress and ensure accurate and timely reporting, attending the appropriate meetings and presenting routinely.</p> <p>19. To facilitate internal and external governance structures associated with the DBGP.</p>	
--	--

The post holder will perform any duty or task that is appropriate for the role described

Person Specification

<p>Education & Knowledge</p> <ol style="list-style-type: none"> 1. Degree or professional qualification or evidence of equivalent continuing professional development. 2. In depth knowledge of programme and/or project management in theory and in practice, preferably with a relevant additional qualification. 3. A thorough understanding and experience of contract and partnership management. 4. A high standard of ICT skills including all Microsoft Office applications and web-based communications. 5. High levels of numeracy sufficient to plan and analyse financial expenditure and forecasts. 6. A practical knowledge and understanding of State Aid in supporting businesses. 7. Excellent communication skills, both written and oral. 8. An understanding of economic development especially in a business support context 	<p>Personal Skills and General Competencies</p> <ol style="list-style-type: none"> 1. A high level of personal drive and commitment to excellent customer care and the ability to set an example for other staff. 2. Strong interpersonal skills to gain the agreement and acceptance of others including colleagues, senior managers and customers. 3. Ability to make decisions and solve problems to meet operational targets, involving devising solutions and prioritising the resources available. 4. Ability to meet agreed objectives and delivery targets by the effective use of resources. 5. A strong track record of practical delivery and implementation. 6. Ability to deal with ambiguity 7. High level of communication and influencing skills 8. The ability to analyse, understand and interpret complex issues and to present meaningfully to a wide range of stakeholders. 9. The ability to encourage innovation, creativity and new ways of working. 10. The ability to take account of the broader perspective and understand programme interdependencies.
--	--

<p>Experience</p> <ol style="list-style-type: none"> 1. Minimum of 3 years experience of programme / project management, ideally within a local government environment, including involvement with elected members. 2. Substantial experience and a track record of achievement in effective contract and partnership management, ideally within a European funding context. 3. Demonstrable and tangible experience in successfully establishing, implementing and monitoring business support projects. 4. Experience of negotiation and offering a credible, confident and persuasive approach to contract and partnership delivery. 5. Experience of delivering externally funded projects. 6. Experience of working with key partners and stakeholders across all sectors to support, promote and develop economic development and / or business support activity. 7. Experience of working independently with minimal supervision. 8. Experience of writing clear and concise narrative and performance reports. 9. Experience of translating strategy into action 10. An understanding of, and commitment to, effective customer and community engagement 11. An understanding of, and commitment to, the delivery of equality and diversity in employment and service delivery 	
<p>Role Dimensions</p> <ol style="list-style-type: none"> 1. There may be direct line management responsibilities attached to this post, as required by the programme and in line with the County Council's delegation by the line manager; 2. The post will be monitored in terms of the relationship with the approved ESIF award, notably on the basis of the targets and expectations of the awarding body and the partners; 3. The post is for a fixed term up to 30th June 2019. 	

Date – April 2017