

PROJECT MANAGER (ECONOMY, ENTERPRISE AND EMPLOYMENT)

Role Profile



Title	Project Manager (Economy, Enterprise and Employment)	
Grade	GRADE H	
Reference:	N716	
Reports to:	Inward Investment and Enterprise Manager	
Work style Definition	Office based hot–desk/touch down worker	
Job Type:	Manager	
Primary purpose of role	To directly manage one or more economic development projects involving multiple contractors or delivery partners to and facilitate the economic growth of Plymouth (and the wider LEP areas' of Torbay, Devon and Somerset).	
Key accountabilities and key measures	<p>Role outcomes</p> <ul style="list-style-type: none"> ▪ Day to day management of one of more projects involving budgets up to and occasionally over £10m. (40%) ▪ Performance managing the outputs. (10%) ▪ Maintain tight budgetary control systems. (20%) ▪ Audit the financial claims and outputs of delivery partners. (10%) ▪ Liaising with a complex cross section of public / private partners, LEP Board Members and BIS officials. (20%) 	<p>Role measures</p> <ul style="list-style-type: none"> ▪ Issues identified are raised and remedial action is taken by the delivery partner. ▪ Mobilise new projects ▪ Preparation of regular timely performance data/dashboards for internal senior stakeholders, senior partners and external stakeholders. ▪ Programme spend is in line with forecast. ▪ Expenditure is valid and can be properly accounted for.
Key activities	<p>Delivery (10%)</p> <ul style="list-style-type: none"> ▪ Contract manage delivery of multiple partners ▪ Carry out audit and verification of third party delivery and manage any underperformance ▪ Compliance with H & S Standards ▪ Making recommendations and lessons learnt to improve business support services <p>Partnership/stakeholder management (20%)</p> <ul style="list-style-type: none"> ▪ Liaising with senior managers, directors in BIS, LEP Board members and Business Leadership groups. ▪ Encourage communication and collaboration with internal and external 	

	<p>partners, to improve project e delivery and achievement of outputs</p> <ul style="list-style-type: none"> ▪ Proactively engaging with Local Authority partners and stakeholders and the public and private sector to ensure new associated programmes bring maximum value for money and delivery alignment with existing projects. ▪ Recommend solutions based on the annual business mapping studies to drive through successful implementation where appropriate ▪ Managing the client relationship with partner organisations <p>Finance (70%)</p> <ul style="list-style-type: none"> ▪ To verify claims and output measures that are submitted to the accountable body ▪ Make recommendations to secure successful exit and longevity of impact. ▪ Lead on the development of a sustainable financial model for project legacy where required ▪ This post is 100% externally funded, you will be responsible for the ongoing funding of the role, and the claims and audit. ▪ Carry out other duties appropriate to the grade of the post.
<p>Essential qualifications/ knowledge</p>	<ul style="list-style-type: none"> ▪ Educated to degree, or equivalent through relevant experience. ▪ Detailed knowledge of the latest legislation & regulations in relation to European Structural and Investment Funds including:- <ul style="list-style-type: none"> ○ ERDF 2014-2020 National Eligibility Rules including the Common Provisions Regulation Article 65 ○ State Aid, Regulation European Union Number 651/2014 [The General Block Exemption Regulation], and Commission Regulation (EU) 1407/2013 ○ Public Contract Regulations 2006 and the EC Procurement Directives ▪ Ability to lead a project through compliance audits including Project Engagement Visit, Project Progress and Verification Visit, and an Article 16 Visit ▪ Extensive working knowledge of project and contract management techniques and methodologies, with the ability to develop and implement project standards ▪ Very good understanding of the “Information, Diagnostic, and Brokerage” (IDB) business support model, and business support grant funding schemes. ▪ Knowledge and understanding of relevant national Monitoring and Evaluation Frameworks ▪ The post holder should be familiar with the 2014-2020 European Growth Programme Output Indicator Definitions including the evidential requirements ▪ Prince2 – Foundation and Practitioner ▪ Understanding of relevant Plymouth and HotSW LEP economic development strategies/plansA good understanding of Customer Relationship Management Software ▪ Ability to travel, at least across the HotSW area with possible occasional international travel

Desirable qualifications/ knowledge	<ul style="list-style-type: none"> ▪ Knowledge of the council's strategies and objectives. ▪ Experience of delivering outcomes from contracts and projects.
Essential experience	<ul style="list-style-type: none"> ▪ Experience of managing EU funded programmes with a proven record of successful delivery against outputs and targets. ▪ Experience of working on business support programmes and the drivers of business growth. Substantial experience in a middle management role in economic development ▪ Managing and monitoring budgets, and financial planning ▪ Working across multiple complex partners ▪ Effective management of resource, delivering sustainable high quality services on time and to budget ▪ Experience of running procurement projects that comply with national regulations and European directives ▪ Collating, analysing, interpreting and presenting information for management purposes ▪ Experience in analytical problem solving ▪ Plans, organises, and prioritises for self and others to ensure tight deadlines are achieved and customer expectations are met
Desirable experience	<ul style="list-style-type: none"> ▪ Experience of interpreting complex management information and data to provide recommendations to Senior Management. ▪ Experience of using evidence base to improve business support delivery. ▪ Experience of managing complex audit processes. ▪ Experience of risk management. ▪ Experience of using the Department of Communities and Local Government's MCIS System to manage European projects ▪ Salesforce CRM system
Essential skills	<ul style="list-style-type: none"> ▪ Numerical skills to enable budget management and spend analysis to establish trends and inform strategic direction. ▪ Communication skills to articulate plans and strategies to staff and wider audiences. Skills need to be able to be tailored to suit the occasion. ▪ Planning of workload (own & others) to ensure appropriate resources are in place to deliver service objectives. ▪ Ability to establish a high level of trust and credibility, a consultative, collaborative and supportive style and able to influence and inspire people without having direct leadership and control and to provide constructive challenge and deliver hard messages with tact and diplomacy to steer partners through difficult negotiations. ▪ Partnership building skills and the ability to align internal and external partners behind priorities. ▪ Leadership skills to motivate staff and gain commitment to council objectives. ▪ Ability to deliver clear, professional advice to senior managers and members. ▪ Ability to understand and make recommendations on various options appraisals. ▪ Good keyboarding skills using MS Outlook, Word, Excel and Powerpoint to produce emails, documents, spreadsheets and presentations.

Corporate standards

- In accordance with Council policies and guidance on information management and security, it is your personal responsibility for data protection, client confidentiality and information governance.
- Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the Council's constitution and its policies and procedures.
- Work within the requirements of the Council's Health and Safety policy, performance standards, safe systems of work and procedures.
- Undertake all duties with due regard to the corporate equalities policy and relevant legislation.