

NORTHUMBERLAND COUNTY COUNCIL
JOB DESCRIPTION

Post Title: Business Growth & Investment Programme Manager	Director/Service/Sector: Place and Regeneration Directorate, Economic Development & Growth Service – Economic Development		Office Use
Band: 9	Workplace: County Hall and other locations in accordance with the Councils Agile working policy		JE ref: 4488 HRMS ref:
Responsible to: Economic Growth Manager	Date: August 2024	Manager Level: 3	
<ul style="list-style-type: none"> Job Purpose: To support and deliver economic growth activities across Northumberland, including inward investment, strategic account management, business support, sector development and innovation leading to the creation, growth and safeguarding of jobs and businesses in Northumberland. Using a wide degree of discretion and initiative provide leadership and effective management of the development and delivery of the Business Growth & Investment programme and associated multiyear programmes. 			
Resources	Staff	Responsible for directing work and tasks to other staff across the organisation, external partners and appointed consultants involved in the delivery of the programmes.	
	Finance	Directly responsible for managing Business Growth and Investment and associated programme budgets (capital and revenue) and associated external organisation matched funds. Individual Programme budgets will vary but in total will exceed £10m. Responsible for ensuring that funds secured are delivered in accordance with the requirements of external funders and not subject to clawback at a later date.	
	Physical	Responsible for the security and safe use of laptop and private sector commercial interest data contained upon it.	
	Clients	A wide variety of internal services and external clients (businesses, public sector partners and VCS organisations) Significant interaction with DBT, North East Combined Authority, North East Local Authorities and other organisations at all levels of seniority.	

Duties and key result areas:

1. Lead, direct and fully manage a team through an effective approach to performance management and appraisals that ensures performance objectives are met.
2. On behalf of the Council in its role as Accountable Body, lead the development, delivery and management for Growth and Investment associated programmes.
3. Stimulate demand, stakeholder engagement, animate and drive forward project development and pipeline development with stakeholders and businesses.
4. Be responsible for the achievement of programme targets and outcomes.
5. Manage the procurement and delivery of services being delivered by external organisations
6. Lead on the establishment and quality assurance of all programme documentation and business processes which ensure compliance with multiple funding sources
7. Manage the multi-year programmes ensuring all reporting and monitoring submission deadlines and spend, and performance indicators are met.
8. Act as the primary Lead Officer for the programme(s) with external funding providers –such as DBT and NECA, negotiating any variations to grant contracts and conditions

9. Lead the establishment and management of related programme governance, and have sole responsibility to ensure that accurate papers are presented for consideration and decisions are in accordance with funding compliance regulations and Council Governance requirements
10. Liaise with NCC colleagues managing the appraisal of grant applications, to aid the quality and timeliness of completed appraisals
11. Provide professional advice and guidance internally and externally on Business Growth and Investment associated Programmes, including technical advice on funding eligibility and Subsidy Control.
12. Lead on the preparation of performance data and associated reports which meet the requirements of external funders and Service and Corporate requirements.
13. Present performance reports to the Programme Boards and Council Committees, responding to questions and taking responsibility for following up subsequent actions.
14. Represent the Council at local, regional and national meetings with respect to the Programme(s)
15. Prepare reports and attend Risk Appraisal Panel, Executive, Scrutiny and other Committees.
16. Manage and develop effective and constructive relationships with external partners (businesses, public and VCS organisations) and colleagues across the Council in order to promote and secure effective partnership arrangements for the delivery of high quality services and projects and to secure maximum investment in programme activity.
17. Design and manage effective management systems and processes within the service and ensure that employees at all levels are fully aware of changes to legislation, strategy or policy. In relation to the programmes
18. Using persuasion and influence ensure effective joint working and planning with all relevant external agencies and other services, so as to maximise the opportunities in relation to all aspects of programme development and delivery.
19. Actively promote the programmes in relation to its activities and policies at local, regional and national level as appropriate.
20. Promote and maintain a positive relationship with employees to develop a climate of harmonious and constructive employee relations

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders will be expected to undertake duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Work Arrangements

Transport requirements:	Involves frequent travel to meetings, sites, projects and other locations throughout the county and beyond.
Working patterns:	Flexible working arrangements with the need to work outside of normal working hours as required.
Working conditions:	Some exposure to working outdoors including visits to building sites and dilapidated buildings.

PERSON SPECIFICATION

Post Title: Business Growth & Investment Programme Manager	Director/Service/Sector: Place and Regeneration Directorate Economy & Regeneration Service	Ref: 4488
Essential	Desirable	Assess by
Qualifications and Knowledge		
<ul style="list-style-type: none"> ● Degree level or equivalent standard of education. ● Relevant knowledge and experience of working in economic development. ● Qualification in Business case development, Project Management, appraisal or evaluation ● Extensive understanding of relevant legislation, regulations, policy, best practice and procedures in relation to external funding sources ● Well developed knowledge of Subsidy Control (formerly State Aid) regulations ● Commercially aware and can interpret business accounts and financial statements. ● Evidence of continued professional development. 	Professional qualification and member of relevant body (i.e. IED, RICS)	
Experience		
<ul style="list-style-type: none"> ● A minimum of 5 years recent experience and achievement within Programme Management, External funding management and support. ● Extensive recent experience of grant funding regulations and programmes ● Extensive experience in the provision of advice, support and funding to community organisation ● Extensive experience in the development and delivery of externally funded projects. ● Extensive direct financial management experience including large scale public/private funded programmes or schemes. ● Experience of project management software systems ● Extensive experience in drafting business cases/funding applications. ● Extensive experience in the analysis of business financial information/accounts. ● A successful track record of engaging effectively with others at all levels and building productive partnerships with key stakeholders. ● Relevant experience in interpreting policies, procedures and grant regulations. 		
Skills and competencies		

<ul style="list-style-type: none"> ● Advanced IT skills and able to effectively use IT to achieve work objectives. ● Excellent organisational skills with the ability to react quickly and handle a diverse and complex portfolio of projects. ● Excellent interpersonal and communication skills to relate effectively to and command respect, trust and confidence of internal colleagues and Senior Managers, officers within external funding agencies, project applicants, Council members and other stakeholders. ● Well-developed networking, partnership and support skills. ● Effectively expresses views using appropriate means depending upon the audience. ● Strong analytical skills and an aptitude for developing solutions to problems. ● Numerate and skilled at analysing/reasoning with complex business related statistics. ● Advanced written skills with an aptitude to effectively make funding justifications and activity descriptions. ● Persistence in applying a methodical approach to problem solving. ● Negotiation skills and able to persuade others to an alternative point of view. ● Maintains a professional demeanour in stressful and difficult situations. 		
Physical, mental, emotional and environmental demands		
<ul style="list-style-type: none"> ● Normally works from a seated position with some need to walk, bend or carry items. ● Need to maintain general awareness with lengthy periods of enhanced concentration. ● Contact with public/clients in dispute with the County Council. ● Ability to manage conflicting priorities from a range of different external and internal clients in line with funding guidelines and within tight deadlines. 		
Motivation		
<ul style="list-style-type: none"> ● Highly motivated with the ability to motivate others ● Models and encourages high standards of honesty, integrity, openness, and respect for others. ● Promotes and encourages a Partnership approach to working. ● Proactive and achievement orientated ● Works with no direct supervision. 		
Other		
The post will require working throughout the programme area.		

Able to meet the transport requirements of the post		
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Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits