

JOB DESCRIPTION

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| POST: | LEP Project Manager |
| POST HOLDER: | Vacant |
| REPORTS TO: | Director of Operations |
| LOCATION: | Malvern (county-wide travel) |
| DURATION: | Fixed term until 31 March 2021 |
| GRADE: | |
| WORKING HOURS: | 37 hours per week |
| MAIN PURPOSE: | To assist with the development, assessment and delivery of LEP funded projects and programmes |

WORCESTERSHIRE LOCAL ENTERPRISE PARTNERSHIP:

Worcestershire LEP is one of 38 LEPs in England and is responsible for creating and delivering economic growth and jobs in the county. This is achieved through a partnership approach with business, local government, the third sector and higher and further education working together with a common, shared purpose.

Worcestershire LEP is responsible for developing and delivering Worcestershire's 10-year Strategic Economic Plan (SEP) which was agreed by all partner organisations and submitted to Government in March 2014. WLEP is, therefore, working to create 25,000 jobs, increase Gross Value Added (GVA) by £2.9bn and contribute towards the delivery of 21,500 new homes by 2025.

JOB PURPOSE:

As a member of a small executive team, the post-holder will be responsible for: managing a portfolio of capital projects, keeping PMO systems up to date and fit for purpose, developing the project pipeline, supporting subgroups of the WLEP Board, developing good partnership working externally and supporting other LEP executive functions.

KEY DUTIES / RESPONSIBILITIES:

1. To support the WLEP Board and Executive to fulfil its delivery ambitions in respect of the Growth Deal, European programme, Getting Building Fund and all other LEP funded activity, working with other Programme / Project Managers across the partnership, through the development of a newly established programme management sub-board.
2. Maintain and operate effective Local Assurance Frameworks ensuring that clear accountabilities and timely decision-making processes are in place – working with the Accountable Body to ensure smooth financial processes.
3. To coordinate and report accurate and timely management information of LEP funded programme activity / performance through formal internal and external forums including the LEP Board and Government.
4. To attend relevant programme and project board meetings, including the ESIF Committee, as a representative of the LEP Executive Team.

5. To support the LEP Executive and partners with the development of a project pipeline which is strategically aligned with the SEP and the WLEP Board's long-term economic vision for Worcestershire.
6. To support the LEP Executive and Board with national and cross border working between Local Enterprise Partnerships that support the development and implementation of the Strategic Economic Plan and supporting plans.
7. To participate and assist with relevant/appropriate events and encourage participation amongst businesses and stakeholders; representing the LEP at these events.
8. To coordinate the relationships with stakeholders from the private and public sector.

OTHER DUTIES/RESPONSIBILITIES

1. To work closely with other team members to ensure that all Business Plan, Performance and Financial targets are achieved.
2. To keep updated with all new literature and information and maintain a thorough knowledge of new procedures.
3. Liaise with other LEPs, National LEP Network and Government leads to gather LEP-based intelligence as well as position WLEP and cross LEP development of initiatives and solutions.
4. Represent the WLEP at various meetings and stakeholder events.
5. Support budget monitoring and approval processes on behalf of WLEP and act as conduit for WCC financial services department.
6. Any other duties as directed by the Director of Operations or Chief Executive.
7. To adhere to and actively promote the Chamber's Equal Opportunities policy.
8. At all times to work within the organisations Health and Safety policy and to ensure as far is reasonable that safe working practices are established, maintained and followed.
9. To work within and assist in maintaining IIP principles for the Chamber.
10. Maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training.

PERSON SPECIFICATION:

1. Experience of project and programme development in a private/public partnership environment.
2. Knowledge of APM / PRINCE 2 / MSP project and programme management techniques.
3. Knowledge of current UK economic development and regeneration policy.
4. Organised, numerate, methodical and a strong level of attention to detail.
5. A high standard of written and spoken English.
6. Able to use MS Office, including Word, Excel, Powerpoint and Outlook, to a high standard.

MOBILITY:

1. Car owner with full driving licence.