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| Job Title: | UK Shared Prosperity Programme Manager |
| Team/Service: | TDA, Economic Development |
| Responsible To: | Economic Development Manager |
| Salary/Grade: | Grade I |
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| 1. Key Purpose of Job    1. To manage and monitor delivery of Torbay’s UK Shared Prosperity Fund Investment Plan.    2. To lead the commissioning of the projects within the Investment Plan, managing contracts with external Suppliers who are delivering works, goods, and services for TDA.    3. Through delivery of the Investment Plan, this will support the delivery of Torbay’s Economic Growth Strategy.    4. To manage and lead on the collection, collation and reporting of contractual information, date, spend, performance, social value data from external Suppliers and lead on the contract modification process for contracts.    5. Responsible for ensuring suppliers comply with their contractual obligations including suppliers financial standing, policies insurances, modern slavery statements and any other necessary documents. |

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| 1. Anticipated Outcomes of Post    1. The outputs and outcomes of UK Shared Prosperity Fund are delivered to time and budget and are aligned to the Economic Growth Strategy.    2. A proactive, effective, and compliant approach to the management of UK Shared Prosperity Fund contracts, underpinned by a robust framework for addressing risk, identifying, and celebrating success and managing poor performance.    3. Positive relationships with suppliers are in place which support effective contract and supply chain management, innovation, and improvements in delivery.    4. Best value and budget maximisation are delivered through the provision of effective and consistent advice and support. |

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| 1. Key Duties and accountabilities of the post    1. Responsible for managing delivery of the UK Shared Prosperity Fund Investment Plan including managing contracts with external Suppliers, ensuring effective management of conflicting priorities and changing circumstances, whilst ensuring contractual obligations and deadlines are met.    2. Responsible for understanding and managing internal customers and supplier expectations to ensure effective delivery of contracts.    3. Developing strong partnerships with internal customers and external Suppliers, providing advice and support on issues relevant to contracts.    4. Responsible for ensuring TDA acts in accordance with its contractual obligations and Suppliers are delivering goods, services and works in line with agreed contract terms and conditions.    5. To lead on operational meetings with Suppliers, celebrating success, dealing with complaints, poor performance and default notices, and where required develop improvement action plans jointly with the Supplier and monitor implementation progress against such plans.    6. To be a first point of contract for Suppliers and sub-contractors, making decisions to manage contentious and complex situations which may impact contractually or financially on either TDA or the Supplier. Handling matters with tact and diplomacy to prevent significant and detrimental impact on delivery or causing reputational damage.    7. Responsible for identifying and implementing mutually acceptable solutions to resolve problems as promptly as possible.    8. Using creativity and innovation to develop and implement systems and processes which drive continuous improvement of performance, service quality and customer satisfaction and meeting need for each individual contract.    9. Responsible for the effective management and monitoring of identified budgets in compliance with Financial Regulations.    10. To manage and lead on the development of accurate and timely reports and updates on contract performance and issues across UK shared Prosperity Fund contracts to the UK Shared Prosperity Fund Programme Board, stakeholders, management, and senior management. To ensure reporting and provision of information is provided with due consideration of the commercially sensitive nature and potential political impact of the information being provided.    11. To manage the collation, analysis, and quality assurance of date to inform continued development of services.    12. Responsible for identifying learning from existing contracts and Suppliers and using that knowledge to influence the early development of services specifications and sourcing plans.    13. Responsible for undertaking trend analysis to diagnose service delivery problems. Reporting on these trends and identifying solutions to resolve problems and assist in the development and implementation of action plans to maintain and continually improve levels of service.    14. Support the Economic Development Manager and wider Economic Development Team in embedding the UK Shared Prosperity Fund projects into the wider Economic Strategy.    15. To make effective contributions to informal meetings with colleagues providing accurate advice and information as requited, preparing reports for TDA Board UK Shared Prosperity Fund Programme Board clients and other partners when necessary.    16. Responsible for ensuring confidentially of information in respect of records maintained and tasks undertaken.    17. Any other duties commensurate with the post as may be required from time to time. |

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| 1. Budgetary / Financial Responsibilities of the post    1. No direct budgetary responsibility but role in ensuring the UK Shared Prosperity Fund Investment Plan contracts by TDA are put in place and managed in accordance with the TDA’s Constitution , UK Public Contracts Regulations and EU Procurement Directives and that the appropriate financial due diligence checks have been undertaken.    2. To manage and monitor a diverse portfolio of high value and complex externally commissioned contracts on behalf of TDA within the agreed policy and processes for each organisation. This included budgetary monitoring to ensure spend is on tract and appropriate action is taken to address any pressures.    3. Key supplier/contract management responsibility for a diverse portfolio of corporate contracts. |

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| 1. Supervision / Line Management Responsibilities of the post    1. None. |

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| 1. Key Contacts and Relationships    1. **External**  * All contracted suppliers. * All local authorities within the Southwest Region. * Other public sector bodies, including Torbay and South Devon NHS Foundation Trust, South Devon and Torbay Clinical Commissioning group, Blue Light Services, National Parks Authority, and Torbay Schools and Academies. * Government Departments including Department for Education and Department for Levelling Up, Housing and Communities. * Council Leader and Cabinet, Executive Leeds, and other Torbay Council Members. * South Devon College, Local Education Board.   1. **Internal** * Senior Leadership Team. * Economy and Enterprise Team. |

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| 1. Other Duties   11.1 To undertake additional duties as required, commensurate with the level of the job. |

**Person Specification**

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| **Job Title:** | UK Shared Prosperity Fund Programme Manager | **Team:** | Economic Development, TDA |

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| **Essential Skills and Effectiveness:** | **Desirable Skills and Effectiveness:** |
| 1. The ability to manage multiple and complex contracts, taking full accountability for all aspects of delivery, and ensuring that all stakeholders are fully engaged. 2. Ability to develop sound interpersonal relationships, with excellent communication and presentation skills. 3. Ability to work to challenging deadlines and work with competing demands. 4. The ability to prioritise workloads within timescales and meet deadlines – to operate effectively across complex work cultures and environments. Ability to use resources effectively and efficiently. 5. Numerate with analytical skills to evaluate data (particularly financial information). 6. Ability to use standard MS Office applications and a willingness to acquire new ICT skills. 7. The ability to make decisions and recommendations, sometimes at short notice and take responsibility for them. 8. Ability to work subject to deadlines involving changing problems, circumstances, and conflicting priorities. 9. Ability to assimilate, understand, analyse interpret and communicate complex information and data to inform decision making. 10. Ability to make decisions that may have significant implications for others and confidently provide rationale. 11. Confident and competent when under external and internal scrutiny. 12. Proven problem – solving skills and the ability to identify causes and determine a range of informed and imaginative, innovative solutions without reference to others. 13. Tact, consideration, and diplomacy skills are required by the post holder e.g., in order to manage the expectations of customers. | 1. Ability to work to TDA’s core values. 2. Project management skills. 3. Training/coaching/mentoring skills. 4. Ability to organise and record meetings. 5. Presentation skills. |

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| **Essential Knowledge:** | **Desirable Knowledge:** |
| 1. In depth knowledge and understanding of the principles of supplier relationship management and contract management, including the commercial cycle, cost and efficiency savings, budget, and performance management. 2. Understanding of contract, delivery, and management. 3. An awareness of current political and economic issues facing Torbay and how these relate to the UK Shared Prosperity Fund Investment Plan. 4. Up to date knowledge of Microsoft Office 365, Excel, Word, PowerPoint, Project, Outlook, and Access. | 1. Project Management 2. A good understanding of economic development issues and up to date understanding of the policy context. 3. Understanding of public sector governance processes to ensure that deadlines are met for effective decision- making timelines. 4. A sound understanding of local authority financial regulations and contract procedures. |

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| **Essential Experience/Achievements:** | **Desirable Experience/Achievements:** |
| 1. Experience of service provision to an appropriate standard to maintain a quality of service that effectively meets customer and organisational expectations. 2. Experience across goods, services and works contracts. 3. Experience of monitoring and managing contract and supplier performance. 4. Experience of working proactively within a procurement /contract management environment. 5. Experience in risk assessment and risk management strategies. 6. Experience in problem solving and involving and influencing operational professionals to improve service delivery. 7. Track record of delivering against targets 8. Experience of working with suppliers and partners strategically to improve products, services or works- delivery, whilst delivering best value, quality, innovation, and Social Value. 9. Ability to be flexible and identify new ways of working to ensure effective delivery of services and to improve systems and processes across TDA | 1. Experience of performance management techniques to drive service improvement. 2. Experience with an economic development environment. |

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| **Essential Qualifications/Professional Memberships:** | **Desirable Qualifications/Professional Memberships:** |
| 1. Educated to Degree Level, or equivalent, or demonstratable experience. 2. Evidence of continuing professional and personal development. | 1. Microsoft Office specialist (MOS) in Word & Excel equivalent. 2. PRINCE2 Foundation or equivalent. |

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| **Essential –** **Other requirements of the job role:**   * Ability to travel around Torbay/SouthWest in order to carry out duties * Ability to accommodate occasional unsociable hours * This post is based at Tor Hill House, Torquay, but the post holder may be required to move their base to any other location within the TDA at a future date. * This post is eligible for hybrid working * Successful applicants would be expected to complete a Criminal Records Self Declaration Form. Criminal convictions will only be taken into account when they are relevant to the post. You will only be asked to disclose ‘unspent’ convictions.  A full driving licence is desirable but not essential |