

JOB DESCRIPTION

Job Title: Growth Hub Network Project Manager

Area: Planning for Growth

Reports To: Growth Hub Manager

Job Purpose/Key Role:

The role holder will have operational oversight/management for the continuing development and delivery of the Growth Hub Network (GHN) on behalf of GFirst LEP. The GHN development will drive and support GVA growth for Gloucestershire by providing access to appropriate business support and skills solutions for existing and start-up businesses through a co-ordinated network of providers, either through physical locations or through a virtual portal. This network will support and enhance the work of the existing Growth Hub, delivered in partnership with the University of Gloucestershire at their Oxstalls Campus. GFirst LEP is seeking an exceptional individual with extensive experience in the development and delivery of complex partnership projects. The successful candidate will be able to demonstrate outstanding project management, influencing and communication capabilities coupled with sound analytical, financial skills and the drive and determination to deliver the project successfully.

1. Primary Functions:

1.1 Working with the Senior Project Manager continue to develop and manage the project plan for the implementation of the Growth Hub Network ensuring the project is deliverable and consistent with the standards required by the GFirst LEP Board, senior management and external stakeholders (e.g. relevant Government departments, Gloucestershire County Council, scrutiny committees, etc.) and according to budget.

1.2 Be accountable for project delivery, identifying key milestones and dependencies and provide regular reports to the Senior Project Manager, GFirst LEP Board and Growth Hub Management Board as required.

1.3 Manage a comprehensive procurement process to engage stakeholders and potential partners in the provision of Network Centres.

1.4 Contribute to the identification, design and planning of potential Network centres with stakeholders and potential partners. Ensure the network is designed to deliver comprehensive access to both business support activities and wider skills provision.

1.5 Oversee effective due diligence processes to support the allocation of public funds.

1.6 Manage the development of funding agreements and the implementation of project spend with successful Network partners to ensure the allocation of funding on time and to budget.

1.7 Support and monitor the delivery of the Network centres against a Code of Conduct including compliance with branding and refurbishment guidelines.

1.8 To be responsible for the identification and management of risks and cross-project dependencies associated with the Growth Hub Network Project, anticipating problems and identifying appropriate solutions, as necessary.

1.9 Plan, support and contribute to project management meetings with the relevant stakeholders e.g. Gloucestershire County Council, project promoters, Government departments. This may involve chairing of meetings.

1.10 Manage and co-ordinate all internal and external project communication including production of relevant reports and management information for individual managers.

1.11 Act as the central contact for projects, establishing networks and liaising with a range of internal and external stakeholders, and external (professional) advisers (e.g. project due diligence assessors). Working with these groups, collate relevant data and produce project performance monitoring reports for both internal and external use.

1.12 Co-ordinate and manage the evaluation of project activities, ensuring that lessons learned are integrated into future programmes and projects.

1.13 Work with the GFirst finance team and liaise with internal and external audit and scrutiny as necessary.

1.14 Work with the Growth Hub Manager and core Growth Hub team throughout the development of the Network.

2. Secondary Functions:

2.1 Deputise for the Senior Growth Hub Manager as and when required.

2.2 Ensure data is held in compliance with relevant legislation e.g. Data Protection Act, Freedom of Information Act.

2.3 To contribute to the work of other areas of the Planning for Growth team and GFirst LEP as required.

PERSON SPECIFICATION

	Essential	Desirable
Previous Experience	<p>Substantial relevant professional experience of managing projects</p> <p>Proven experience in building strong relationships across complex, dynamic organisations, stakeholder & partner groups</p> <p>Experience of developing and delivering business engagement projects, including through collaborative partnerships</p>	<p>Experience of working across the Public/Private Sector interface</p> <p>Working in a rapidly changing, dynamic environment</p> <p>Knowledge of Gloucestershire's</p>

	<p>Experience of managing UK Government and/or European funded projects/programmes</p> <p>Experience of writing reports and presenting complex information clearly and accurately</p> <p>Experience of strategic decision making in a project context.</p> <p>Commercial awareness</p>	<p>geography, economy and culture</p> <p>Knowledge of Local Enterprise Partnerships and their role in the delivery of Growth Hubs</p>
Training Specialist skills	<p>Knowledge and understanding of formal project management techniques and their application to capital and revenue-funded projects</p> <p>Excellent negotiating, planning & organisational skills</p> <p>Ability to use IT packages, including project management tools, to manage complex documents, plans and data.</p> <p>Excellent business analysis and numerical skills.</p> <p>Demonstrable communication and stakeholder management skills</p>	<p>Innovative and proactive approach to solutions and work.</p>
Disposition	<p>Professional and confident, excellent communicator</p> <p>Self-motivated and dynamic individual who can work on own initiative and take responsibility</p> <p>A collaborative worker who is able to share learning and learn from others</p> <p>Resilient, problem solving approach</p> <p>Good time management, ability to work under pressure & to respond quickly to change</p> <p>Ability to successfully manage conflicting priorities</p>	<p>Evidence of influencing and negotiating skills</p> <p>Commitment to high quality service delivery and continuous improvement</p>

Key Relationships:

Internal

- Other staff/team members – who will require support and coordination to deliver aspects of the engagement and initiative delivery.
- Meet regularly with the line manager to assess ongoing and evolving tasks and areas for personal focus/development.

External

- All Key Stakeholders able to influence the economic performance of Gloucestershire.

Decision Making Authority:

- Day to day decisions of how best to manage ongoing tasks and workload to meet personal objectives and targets.

Additional Information:

- Any other duties as required by the business.
- Occasional unsociable hours and travel may be necessary.

Equal Opportunities Statement:

GFirst LEP is an Equal Opportunities employer and seeks to ensure that all applicants are treated in a fair and non-discriminatory manner. Standardised recruitment processes are followed and all applications for posts are considered against pre-determined criteria relevant to the requirements of the post. Consistent with our Equal Opportunities Policy, the Company does not discriminate on any grounds including, but not limited to, race, ethnic origin, colour, sexual orientation, gender, marital status, disability, class, age, political belief, religion or belief.

Respect and Dignity at Work – ‘Improving Working Lives’

GFirst LEP is committed to equality of opportunity and diversity in the workplace; all managers and staff are responsible for ensuring that this is delivered in practice.

GFirst LEP is equally committed to respect for other people and all managers and staff are expected to be clear of what is expected of them and for ensuring that they commit to this policy in their day-to-day working life.

GFirst LEP will not tolerate any forms of bullying or harassment in the workplace. Everyone has a personal responsibility to seek to improve his/her own and colleagues’ working lives to create a healthy and productive working environment.