

ROLE DESCRIPTION

Job Title	Project Manager – LCR Innovation Zone Programme
Salary Band	SCP 41 – 43
Reporting to	Programme Lead – LCR Innovation Zone
Directorate	Investment and Delivery
Service Area and sub area	Business Growth
Team	LCR Innovation Zone
Political Restriction	N/A

1. Primary Purpose of the Post
<p>The purpose of the post is to provide professional project management expertise to deliver the LCR Life Sciences Innovation Zone Programme, working with public and private sector partners to drive forward implementation during the delivery phase.</p> <p>The successful candidate will provide project management expertise to support the coordination of all Innovation Zone workstreams internally including Investment, Communications, Skills, Policy and Inward Investment. They will develop and support key relationships with relevant stakeholders and government.</p> <p>The post will provide support to ensure that Business can take full advantage of the Tax Site benefits and coordinate relevant lead generation and business engagement activity.</p>
2. Your responsibilities
<ul style="list-style-type: none"> • To project manage the delivery of the LCR Life Sciences Investment Zone Programme (LCR Innovation Zone Programme), in line with Government guidelines. • To provide project management expertise, leading the project through key stages of development through to implementation and delivery. • To provide support to the Assistant Director of Business Growth and Programme Lead LCR Innovation Zone in the delivery of the Innovation Zone Programme, building up sufficient technical and sector-specific knowledge as appropriate to lead associated projects. • To support the Chair of the LCR Innovation Zone and Freeport Management Board, Board Members and a Steering Group to ensure effective project oversight and management. • To manage and report on key risks and issues, working with others to ensure effective risk mitigations strategies are in place. • To engage with businesses (potential occupiers) and determine eligibility for the tax site benefits and appropriate supporting promotional activity. • To manage the process and secure approvals from the Management Board for the LCR Innovation Zone tax site benefits. • To track data and intelligence on Tax Site beneficiaries to inform future investment decisions. • To manage and oversee the reporting process to MHCLG. Report progress, risk issues, resourcing and budgetary updates as agreed to the relevance governance boards. As required present progress reports to a range of audiences using different formats. • To forge collaborative relationships with key project stakeholders across the public and private sector.



- To identify and capture future investment opportunities aligned to the LCR Innovation Zone Programme priorities and support the assurance process.
- To organise, facilitate and participate in project-related meetings and stakeholder events.
- To prepare reports, briefing papers and other documents as required, responding to information requests from key Government Departments, key regional stakeholders to fulfil government requirements.

3. General Corporate Responsibilities

It must be understood that every employee has a responsibility to ensure that their work complies with all statutory requirements and with Standing Orders and Financial Regulations of the Combined Authority, and to ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice, and the Combined Authority's safety plan.

This job description is not intended to be prescriptive or exhaustive, it is issued as a framework to outline the main areas of responsibility at the time of writing.



PERSON SPECIFICATION

Service Area: Business Growth

Job Title: Project Manager – LCR Innovation Zone

Criteria		
Qualifications and Training	E = Essential D = Desirable	Identified By
A relevant degree, qualifications and/or significant relevant experience,	E	A,I
Evidence of continuous professional development	E	
Experience and knowledge	E = Essential D = Desirable	Identified By
Experience of successful leadership in an economic development/investment role.	E	A,I
Experience of working with a range of public and private sector stakeholders.	E	A,I
Project and/or Programme experience, preferably supported by relevant qualifications.	E	A,I
Able to work in a fast-paced environment and capable of delivering to short timescales.	D	A,I
Excellent IT skills with proven ability in all Microsoft Office products and familiarity with collaborative working IT solutions is desirable (e.g. SharePoint)	D	A,I
Pro-active, a self-starter with the ability to work with minimum supervision, will need to be able to use own initiative and set own deadlines; strong time management skills are essential.	E	A,I
Good interpersonal skills, including an ability to adapt appropriately to deal with people at all levels.	E	A,I
Good verbal and written communication skills with attention to detail.	E	A,I
Knowledge and/or experience of one or more of the following sectors/disciplines: economic regeneration, international trade, inward investment, planning or property development.	D	A,I
Knowledge/experience of local government decision making processes.	D	A,I



Skills and abilities	E = Essential D = Desirable	Identified By
Project and/or Programme experience, preferably supported by relevant qualifications.	E	I
Ability to support effective working relationships with integrity, credibility and influence with constituent local authorities and key stakeholders.	E	I
Good written and oral presentation skills with ability to present complex ideas in a clear and comprehensive way.	E	I
Positive, flexible responsive, dynamic and creative approach to problems solving, encouraging ideas from across teams.	D	I

Personal Attributes	E = Essential D = Desirable	Identified By
Ability to work in a fast-paced environment and capable of delivering to short time scales.	E	I
Good interpersonal skills, including an ability to adapt appropriately to deal with people at all levels.	E	I
Adaptable, able to respond effectively to changing priorities.	D	I

Key to Assessment Methods:

**Please specify for each criterion, column to be removed for external posting.*

A - Application	P – Presentation	T - Test
I – Interview	E – Exercise	AC – Assessment