



# Role Profile

## PROJECT MANAGER: Tay Cities Region Deal Digital Skills

Reference No.	A4935	Type	generic
Service	Economy, Planning and Employability		
Job Family	Professional 3	Grade	FC9

### Purpose

To deliver the Tay Cities Deal Digital Skills project, within the Regional Skills & Employability Development Programme, funded by the Tay Cities Region Deal.

Responsible for the delivery of an effective, efficient and competent programme of activity

**Task or Responsibility** - For this role, there is an expectation that all, or a combination, of the following will be undertaken:

- Co-ordinating the delivery of the of the Digital Skills project within the Tay Cities region deal. The role is crucial for creating and maintaining strategic focus, ongoing alignment and momentum in programme delivery.
- End to end delivery of a strategic economic growth and investment programme
- Co-ordination of the oversight process for the negotiation, deal-making and stakeholder management of UK and Scottish Governments and private sector investment through Tay Cities Region Deal to leverage the maximum external investment ( ) into Tay Cities Region and investigate alternative financing and development models.

**Person Specification: Skills, Knowledge, Qualifications or Experience** - Criteria can apply to more than one task or responsibility

**E**    **D**

- Educated to SCQF level 8, which includes an HND or SVQ level 4 or equivalent
- Qualification in Project management
- Ability to provide a regular and effective service
- Experience of managing budgets with funding from multiple sources (Deliver Results – See ‘How We Work Matters’ Framework)

✓    ✓

✓    ✓

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Leading and ensuring delivery on budget, to time frames and to plan.			
Ensuring the successful implementation of the Digital Skills project for Tay Cities Region Deal, working with the Regional Skills & Employability Development Programme Manager, Work Package leads to identify, instigate, oversee and ensure reporting on contributing projects.	Experience of and the ability to engage effectively with key stakeholders (Focus on customers)	✓	
Identifying further opportunities for regional working on digital skills; the adoption of Tay Cities Region Deal standards and methodologies; and monitoring the impact and value of investments.	Ability to work outside normal working hours as required	✓	
Ensuring that the benefits as set out in the Business Case for the Digital Skills project are realised and shared by all areas and communities in Tay Cities Region through the adoption of Inclusive Growth best practice in project appraisal and delivery.			
Project and work package initiation, scoping, planning, delivery, testing and hand over to BAU  Building internal capability and capacity to enable the delivery of more infrastructure and faster.	Experience of task management and the ability to prioritise tasks effectively (Take ownership)	✓	
Hands on project management as required including co-ordinating and managing internal and external resources. Advising Programme Manager of project risks and issues and developing solutions to mitigate and resolve these.  Providing advice and guidance to project managers across the related projects and to work package leads.	Experience of managing multi-disciplinary projects	✓	
Project reporting, issue resolution and interdependency management.	Report writing experience	✓	
Ensuring that all stakeholders adhere to the the Tay Cities Region Deal strategic management approach and timetables. Collates information and creates reports and insights to support the Tay Cities Region Deal strategic management processes. Develops and communicates plans to drive forward the digital skills project. Contributes to the development	Communication skills  Presentation skills	✓  ✓	

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of policies, standards and guidelines for the Regional Skills & Employability Development Programme. Develops working relationships and work packages across Tay Cities Region with industry, the local authority, national trade bodies and other public agencies to implement the digital skills project.			
Supporting the development of project and work package business cases, for digital skills,, for approval, funding and prioritisation. Ensures compliance between strategies, service delivery and Tay Cities Region directives, setting strategies, policies, standards and practices.	Experience of researching and understanding and manipulation of data.(Embrace technology and information)	✓	
Supports delivery of governance and reporting structures for the Tay Cities Region Deal Regional Skills & Employability Development Programme; and during the transition into business as usual activity.	Experience of managing effective project performance (Work together)	✓	
Supports the on the overall Tay Cities Region Deal Regional Skills & Employability Development Programme. Manages the Digital Skills project budgets and the delegation to work packages.; on behalf of the SRO, monitoring expenditure and costs against delivered and realised benefits as the Digital Skills project progresses.	Experience of presenting information through a variety of styles	✓	
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

<b>Additional tasks or responsibilities</b> – this is a generic role, however this particular job may also require you to undertake the following:			
<b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility	<b>E</b>	<b>D</b>
Building regional capability and capacity to enable the delivery of more digital skills activities and faster.	Experience of and the ability to engage effectively with key stakeholders (Focus on customers)	✓	
This role is responsible for the delivery of the Business Case for Digital Skills, part of the Tay Cities Region Deal Regional Skills &	<ul style="list-style-type: none"> <li>• Working knowledge of Scottish Digital Skills Strategies, the digital economy</li> </ul>		✓

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<p>Employability Development Programme, funded by the Scottish Government through the Tay Cities Region Deal.</p>	<ul style="list-style-type: none"> <li>• Understanding and experience of working across the range of partners in Scotland's skills and economic development system</li> <li>• Knowledge of the skills and labour market challenges facing the technology sector</li> <li>• Experience in managing by influence while working with a range of partners to agree their shared contribution to project delivery</li> <li>• Track record in identifying solutions that achieve good value for money.</li> <li>• Experience in developing and promoting a culture of continuous improvement.</li> <li>• Experience of working with the digital technology industry</li> </ul>		<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>
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<b>Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required</b>				
Type of Protection of Vulnerable Groups (PVG) or other Disclosure check (choose only one).	PVG Children <input type="checkbox"/>	PVG Protected Adults <input type="checkbox"/>	PVG Both <input type="checkbox"/>	None <input type="checkbox"/>
	Basic Disclosure <input checked="" type="checkbox"/>	Standard Disclosure <input type="checkbox"/>	Enhanced Disclosure <input type="checkbox"/>	

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**Additional Information** – the following information is available:

- Skills Framework (if applicable)
- **How** we work matters

**Expected Behaviours** – It is essential that you display the following behaviours as they are expected of all our employees:

- Take Ownership
- Focus on Customers
- Work Together
- Embrace Technology & Information
- Deliver Results