



Job Outline (JE Code AG6)

Post	<u>Project Manager</u>
Scale	JE Grade 8
Responsible to	<u>Chief Executive of North Tyneside Learning Trust</u>

Purpose of the role

Working with key stakeholders including member schools, employer partners and higher and further education institutions to co-ordinate, develop and ensure the successful delivery of a range of Trust programmes offered to schools to support school improvement.

To manage the operation and delivery of support services. This will include responsibility for the planning, development and monitoring of support services. The management of staff and associated resources, including commissioning and delegation of relevant activities and responsibility for financial processing in accordance with financial regulations.

Main Duties of the Post

- **Project managing a range of Trust programmes including the World of Work (WOW) project.**
- **Developing and maintaining constructive relationships with key partners**
- **Monitoring and maintaining financial and management information systems to ensure projects are delivered on target and on budget**
- **Identifying and progressing funding opportunities to deliver new projects.**
- **Ensuring effective communication of projects and programmes across the Trust**
- **Co-ordinating a programme of Trust events throughout the year**
- **Day to day management and deployment of Trust Core Team staff**

The following list is typical of the duties that the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

- to take the overall responsibility for the organisation and provision of clerical and administrative support, pertaining to the service area, including.
- take a lead role in the development and maintenance of management information systems / office systems, producing and responding to complex correspondence, ensure staffing levels are maintained at a satisfactory level.
- to develop work specifications and where necessary take the lead on the contract procurement process including service level agreements in accordance with the Trust's standing order/procurement process and

procedures.

- to be responsible for the creation and implementation of recruitment, induction, appraisal, training and mentoring systems for support staff, in accordance with Trust guidelines.
- to undertake the management, mentoring and training of support staff.

The following list highlights some of the specialist duties that could be associated with a post operating at this level. Note, it may only be necessary for employees assigned to this level to undertake some of these duties. Individuals in this role may also :-

- be responsible for the provision of advice and guidance to the Chief Executive, Trust Board Directors, leadership teams, and governors on national and local guidelines, policy, statute etc and initiate appropriate action arising.
- be responsible for devising marketing and promotion activities including the Trust newsletter.
- to take the lead role in undertaking research and obtaining information to inform decisions, by the manipulation and presentation of data/information.
- to be responsible for the completion and submission of complex monitoring forms, returns etc, including those to external bodies.

Responsibilities

- be aware of, and comply with, policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- be aware of and support difference and ensure equal opportunities for all
- contribute to the overall ethos/work/aims of the Trust
- appreciate and support the role of other professionals
- attend and participate in relevant meetings, as required
- participate in training and other learning activities and performance development, as required
- recognize own strengths and areas of expertise and use these to advise and support others

General

Working as part of the North Tyneside Learning Trust team to improve education and life chances for children and young people

To undertake any other duties appropriate to the grade of the post

Agreed that the Job Outline is a fair and accurate statement of the requirements of the job

Job Holder

Date

Line Manager

Date

Person Specification
Project Manager, North Tyneside Learning Trust
Administrative Manager AG6

Area	Criteria Requirement - E = Essential - D= Desirable Assessment by Application =A Interview process = I	R	A
Skills Knowledge Aptitudes	<ul style="list-style-type: none"> • Full working knowledge of specialist ICT packages • Use of specialist equipment/resources • Full working knowledge of relevant policies/codes of practice/legislation • Ability to organize, lead and motivate other staff • Ability to devolve responsibly and delegate tasks and monitor practice to see that they are carried out. • Ability to plan and develop systems • Ability to support the Chief Executive in the management of change and improvement and demonstrate commitment to the vision of the Trust. • Ability to relate well to children and adults • Work constructively as part of a team: understanding Trust team roles and responsibilities and your own position within these • Ability to self-evaluate learning needs and actively seek learning opportunities 	E E E E E E E E E	A A I A I A I A I A I A I A I A I
Qualifications and Training	<p>Current National Qualification at Level 2 in English and Maths or equivalent</p> <p>Current National Qualification at level 4 in relevant discipline</p> <p>Excellent numeracy/literacy skills</p>	E E E	A A A
Experience	<ul style="list-style-type: none"> • Several years' experience working in office environment at a senior level 	D	A I
Disposition	<ul style="list-style-type: none"> • Have a high professional standards and provide a positive role model for other staff • Show initiative and be self-motivating • Enthusiasm • Tolerant/resilience and an ability to work under pressure 	E E E E	A I A I A I A I

Signature of post holder _____ **Date** / /

Signature of Chief Executive _____ **Date** / /

The Trust is committed to safeguarding and promoting welfare of children and young people. Please note this position will require an Enhanced disclosure from the Disclosure & Barring Service.