



JOB DESCRIPTION AND PERSON SPECIFICATION

Job title	Senior Project Manager – Northern Innovation Hub
Reporting to	Head of Technology and Advanced Engineering
Direct Reports	1. Development Manager - Tourism 2. Development Manager - Technology 3. Development Manager - Life Sciences & Food & Drink
Grade	E
Location	Inverness, Fort William, Golspie, Portree, Auchtertyre or Thurso (Highland Council area)

Position overview

Highlands and Islands Enterprise (HIE) is the Scottish Government's economic and community development agency for a diverse region which covers more than half of Scotland. HIE aspires to generate sustainable economic growth in every part of the Highlands and Islands through supporting innovation, investment, internationalisation and inclusive growth.

The Northern Innovation Hub (NIH) is a broad programme of support for business innovation in the Highland Council area that has been developed as part of the Inverness and Highland City-Region Deal. It will deliver twelve distinct projects, each comprising a number of elements across the Life Sciences, Food and Drink, Creative Industries and Tourism sectors as well as an overarching young people and technology strand. The majority of the projects will be delivered by external providers following an extensive competitive tendering exercise. To deliver this ambitious programme a staff team of four will be employed by HIE.

As the NIH Senior Project Manager you will be responsible for delivering this ambitious innovation programme. You will manage project staff, have overall responsibility for the budget of the NIH, ensure good governance, oversee delivery of the communications strategy, manage the complex reporting requirements and provide a direct contract management role for a number of the projects. The post will also manage the overall program as it evolves from the initial stages through delivery ensuring a sustainable legacy remains.

A key part of this role will be to bring fresh thinking to HIE's work in this field and make a positive contribution to HIE's continuous development as a progressive organisation where staff are empowered to use their full potential to benefit Scotland's economy. This is in line with our people values.

Key responsibilities

1. To provide effective management of resources across the programme to ensure accountability, control of the budget and monitoring of expenditure
2. To provide strategic guidance as the NIH evolves and develops over the life of the program ensuring that the NIH leaves a legacy in the Highlands
3. To directly manage the NIH Development Managers, providing guidance and practical assistance as required
4. To provide project management of the NIH Programme, to ensure it is delivering the expected outputs and outcomes
5. To manage the complex and demanding reporting requirements of the programme to meet the requirements of funders
6. To co-ordinate HIE's internal governance for the programme, to manage risks and ensure accountability of the programme
7. To directly oversee the management of contracts for a number of the NIH projects and to ensure the Service Level Agreement (SLA) and Key Performance Indicators (KPI) are being met
8. To deliver a wide ranging and effective communications strategy that promotes the NIH to businesses in the area and keeps key stakeholders up to date
9. To develop and maintain relationships with key partners in the Highland Council, Scottish Government, UK Government as well as business representatives and other partners
10. To work with the sectors, innovation and programmes team as well as other teams across HIE to ensure the NIH complements other services
11. To promote a climate of accountability, openness, collaboration and innovation.
12. To ensure appropriate compliance with all aspects of HIE governance, including risk management and HIE audit and compliance requirements
13. To ensure optimum use of internal management systems
14. To take responsibility for own learning and development, keep continuous professional development (CPD) records up to date

For developmental or operational reasons this role may occasionally contain some elements of work that are either more or less demanding than described above.

Salary and benefits

We aim to appoint at the minimum end of the salary scale to allow progression throughout the grade range.

This post comes with a competitive benefits package including: contributory staff pension arrangements which includes life assurance, generous annual leave entitlement, employee assistance programme and a variety of flexible benefits, e.g. cycle to work scheme, gym subsidy and other staff discounts.

Our commitment to equality and diversity

We are committed to recruiting, promoting and developing our people solely on the basis of their ability to contribute to HIE's objectives, without regard to their gender, race, disability, religion, national origin, ethnicity, sexual orientation, age or marital status.

HIE employs staff in offices across the Highlands and Islands and other locations in Scotland, encourages flexible working and seeks to employ people with different ideas, styles and skill sets, each able to contribute in complementary ways. This diversity engenders a richer, more creative environment – one in which our people develop and clients are served better.

This diversity and the sharing of knowledge, skills and experience make us a stronger organisation. These are qualities we value and continue to enhance.

KEY CRITERIA	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> ▪ Degree qualified in a relevant business discipline 	<ul style="list-style-type: none"> ▪ Further/Higher Education Qualification in a relevant discipline ▪ Project Management qualification, e.g. PRINCE2
Work experience	<ul style="list-style-type: none"> ▪ Experience of working in a public-sector organisation in a strategic context ▪ Experience of managing complex projects ▪ Experience of project design and management ▪ Experience of managing multiple partners to deliver initiatives ▪ Evident knowledge of public sector procurement ▪ Experience in financial analysis ▪ Experience of working as part of a team but also ability to work on own initiative 	<ul style="list-style-type: none"> ▪ Involvement in multi- agency/partner projects
Skills and abilities	<ul style="list-style-type: none"> ▪ Experience of influencing and negotiating ▪ Good interpersonal and communication skills ▪ Report writing, analytical and presentation skills ▪ Ability to work under pressure and to meet targets inside tight deadlines ▪ Problem solving skills 	<ul style="list-style-type: none"> ▪ Knowledge of the principles of economic development ▪ Ability to become competent in the use of “in-house” systems quickly ▪ Gaelic language skills (speaking, reading or writing)

	<ul style="list-style-type: none">▪ Confident and articulate communicator who can adapt approach to stakeholders▪ A high standard of IT literacy, particularly in the Microsoft Office suite, e.g. Word, Outlook, Excel	
Job circumstances	<ul style="list-style-type: none">▪ A full, current driving licence and access to a vehicle▪ Highly motivated▪ Flexible - willing to work out of office hours if required and ability to travel▪ Self-disciplined, able to work without supervision	

HIE has equal respect for Gaelic and English. We welcome any communication in Gaelic. We will respond to Gaelic communication just as quickly as we respond in English.

Tha spèis cho-ionnanachd aig HIE airson na Gàidhlig agus na Beurla. Tha sinn a' cur fàilte air conaltradh sam bith anns a' Ghàidhlig. Freagarraidh sinn conaltradh sa Ghàidhlig ceart cho luath 's a fhreagras sinn sa Bheurla.