

A GLOBAL FREEPORT FOR A GLOBAL BRITAIN

Job Title	Freeport East – Programme Manager
Reporting to	Freeport East – Chief Executive
Location	Freeport East Region – Harwich

Job Purpose and Background

Freeport East is one of eight new Freeports in England announced by the Chancellor of the Exchequer on 3 March 2021. It will be a hub for global trade and national regeneration as well as creating a hotbed for innovation that will have an impact across the East of England but also the wider UK.

Based around the Ports of Felixstowe and Harwich, with its unique global links and existing innovative sectoral clusters, the rationale for public intervention is to enable Freeport East to attract inward investment, boost trade and drive domestic growth, jobs, skills and innovation so as to benefit the local area and aid in levelling up and advancing net zero agendas whilst propelling the country’s economy forward through the creation of a new Global Freeport for a Global Britain.

To support the progression and development of the Freeport East proposition the Programme Manager will lead on the delivery of the Freeport East programme as set out in the Full Business Case and reporting to the Chief Executive and to be an integral member of the Management Board responsible for programme delivery and subsequent operation of the Freeport plus also to support some of the functions of the Supervisory Board. Co-ordinate the delivery £25m of grant funding into Freeport East’s Tax Sites and unlock incentives that will provide use of retained rates for local authorities, tax site owners and the wider Freeport operational area.

The role will need to be filled by someone with a project management remit with experience of managing governmental funded projects.

To report to Chief Executive and Management Board on achieving compliance with all regulatory guidance issued regarding the Freeport business case, designation and funding agreements.

To engage with a range of Stakeholders associated with the programme at local, regional and national level e.g. Local Authorities, LEPs and DLUHC. To develop, assign tasks and coordinate specialist subgroups delivering packages of work into Freeport East development across the Suffolk and Essex Freeport catchment area. Local Authorities to include Tendring District Council, East Suffolk Council (Lead Authority), Mid Suffolk District Council, Suffolk County Council and Essex County Council.

Main activities and responsibilities

- To develop and co-ordinate the overall Freeport East delivery programme to achieve the Full Business Case objectives.
- Developing project proposals to lever in wider funding opportunities to achieve the freeport objectives
- Support and monitor the pipeline of wider projects with partners to identify opportunities for the Freeport to intervene and accelerate change.
- Manage and monitor projects that are authorised by the Chief Executive and Management Board
- Highlight any project exemptions outside of tolerances to the Chief Executive
- Accountable for meeting the wider policy objectives of Freeport East in conjunction with the Sub-Group leads.
- To report to the Chief Executive, establish and coordinate task and finish groups to develop packages/and secretariat work required for business plan delivery and compliance on the dedicated implementation plan. These could include infrastructure, innovation, skills and inward investment.
- To work with the Chief Executive and Lead Authority to manage dedicated work programmes with clear identification of delivery mechanisms, decision points and governance compliance.
- To develop procurement briefs and manage contracts totaling up to deliver against the objectives as set out in the Full Business Case.
- Lead on the preparation and presentation of reports for the Chief Executive and the Supervisory Board, including updating the risk register and critical path analysis.
- Leading on the delivery of seed capital funding for the Freeport East Tax Sites and advising on outputs, funding gap analysis and matched funding sources.
- To participate (when required) in any national Freeport networking events to collect and disseminate best practice emerging in the field.
- When directed by the Chief Executive to undertake any necessary engagement and briefings with key stakeholders. Parallel requirement to ensure that via the Head of ED&R at ESC that their Council are reassured as the Lead Authority of programme compliance in terms of freeport policy objectives, equality and diversity and any procurement requirements.
- To undertake such other duties as may reasonably be required compatible with and/ or arising from those listed above.
- To promote and adhere to the workplace values of our organisation.

Scope of the role

Reporting directly to the Chief Executive and as a member of the Management Board, the Programme Manager will engage with a variety of external stakeholders, partner organisations and the Supervisory Board to ensure the monitoring and delivery of the Freeport East programme as set out in the Full Business Case, coordinating grant funding and ensuring compliance with all regulatory guidance issued in relation to the business case, designation and funding agreements.

Technical skills

The successful candidate must be able to demonstrate the following essential skills:

- Degree level education or equivalent experience in a Programme and/or Project Management role

- Programme/ Project Management expertise with experience in programme/ project management methodologies e.g. Prince 2
- Experience of working with and coordinating a wide private- public partnership
- Excellent communication skills (both written and verbal)
- Knowledge of Local Government processes
- Knowledge, understanding and a demonstrable commitment to supporting the delivery of economic change collaboratively with public and private sector partners in the Freeport East region.

The following skills and experience are desirable:

- Relationships with central government departments
- Understanding of procurement and subsidy controls
- 5 case business model knowledge
- Green book knowledge
- Line Management experience

The Programme Manager will need to be mobile to occasionally attend business meetings at other sites/locations within the Freeport East zone on a regular basis.

Behavioural skills

- Strong relationship management and influencing skills
- Political sensitivity and collaborative approach
- Ability to work with senior personnel across the public and private sector
- Demonstrate a high level of understanding for the requirement to maintain partner confidence
- Strong presentation and report writing skills
- Strong analytical skills and financial awareness
- Pro-active approach to problem solving
- Committed to own development and to supporting training and development initiatives
- A flexible approach to delivering requirements, sometimes outside of normal working hours