



DYNAMO

Growing the North East tech economy

Job title:	Digital Talent Engine Manager
Salary:	£35,000 per annum + pension
Term:	Full time role. 12-month fixed term contract with potential for extension (project funding confirmed for 3-year period)
Location:	Flexible hybrid working, with a mix of Dynamo office, Hoult's Yard, Newcastle upon Tyne and at-home working supported.
Funding source:	Mixed public and private funding, including North of Tyne Combined Authority (NTCA) Funding, Newcastle University and Dynamo member companies
Job Purpose:	To support the Project Lead in the delivery of the North of Tyne Digital Ecosystem Talent Engine project, supporting businesses in the region to attract and retain talent in digital / tech roles, catalysing the growth of the region's digital / tech workforce
Reporting to:	Project Lead - Digital Talent Engine

Dynamo is an industry led, not for profit group set up with the core mission to grow the region's tech economy through innovation, skills and advocacy. We have over 150 members ranging from large technology companies (e.g. Sage, Accenture, Ubisoft) to start-ups, scale-ups and SMEs (e.g. Opencast, Bottlepay, Haystack), alongside large employers who are building their digital capabilities (e.g. NHS, DWP, Home Group) and education providers (universities, colleges and training companies).

Over the past year we have been working with North of Tyne Combined Authority to develop a project to support the growth of the digital workforce in the region: this is the Digital Talent Engine project.

There is wide recognition that to support sustainable growth of the digital sector in North of Tyne we need to focus on the development of the talent pipeline. Employers who are members of Dynamo recognize that they have a key role to play in talent pipeline development. Dynamo's Talent Engine project aims to drive collaboration across employers and education providers to more clearly articulate the digital career paths that are available to people within the region and provide more early-career and new-to-digital roles. Dynamo's Talent Engine project will support regional businesses, particularly SMEs, to raise the profile of their digital roles and opportunities to attract the talent they need to fuel their growth.

We have secured funding from North of Tyne Combined Authority to:

1. Create flagship digital assets and a platform for candidates to find digital opportunities in the region. We will build a digital platform that de-mystifies the roles available in the digital workforce and reduces the "intimidation factor" for people looking to enter this workforce. We will work with regional labour market and skills strategy-focused SME Geek Talent who have created similar platforms in other UK regions (Jersey, Cumbria) and work with many private sector companies/networks to create sustainable workforce development strategies. This platform for candidates will then link directly to the employer platform (see point 3 below) enabling candidates to find open roles across the breadth of companies looking to hire digital talent in the region.

2. Deliver outreach campaigns and events to reach target audiences, including under-represented groups and ensure that the digital platform has a large, inclusive and highly relevant audience.

3. Create a high-profile regional hiring portal for digital roles, incorporating roles from "high footfall" employer brands alongside SME roles to amplify the reach of SMEs. We will support employers to align advertised vacancies to clear career pathways (linking to the content described in point 1 above). We will enable employers to access a large pool of interested and relevant candidates, increasing the efficiency and effectiveness of recruiting efforts for entry-level roles.

4. Support employers and training providers / educational organisations to develop new talent pipeline programmes e.g. software development academies.

5. Nurture early-career and new-to-digital talent in new roles by creating an active community and mentorship network for digital trainees across employers in the region. This will increase retention of these employees within the region and provide additional learning and development opportunities for them.

We are looking for a Digital Talent Engine Manager to support the Project Lead to drive the project forward.

The ideal person will have experience working in the digital / technology sector and have a good understanding of digital career paths. Excellent communication skills are crucial to the role, as you will be communicating with a variety of stakeholders. You will need to be motivated, self-organised and love working with people to make this work. Experience of managing the delivery of digital projects (websites/campaigns) is highly desirable, as well as working with creative/digital agencies, as you will be working closely with them on a day-to-day basis to deliver several of the Talent Engine projects.

The salary level for the role is **£35,000 per year plus pension.**

If you are inspired by the opportunity to help expand and improve the technology talent opportunities for individuals and businesses in the North East then the first step is to forward your CV and covering letter to Helen.Tong@dynamonortheast.co.uk by **Wednesday 15th December 2021**. We will invite candidates to interview early January.

Principal areas of responsibilities:

- Supporting the Project Lead you will manage day-to-day projects within the Digital Talent Engine programme for Dynamo North East and the North of Tyne Combined Authority (NTCA)
- Liaise with regional stakeholders who are engaged with the project, this includes Dynamo North East Leadership, NTCA Economic Growth team, businesses, universities, colleges and training providers, to ensure they are aligned to the NTCA-funded project objectives
- Working with the Project Lead, manage the project plan and roadmap working closely with the broader Dynamo North East team (finance & compliance lead, equality, diversity & inclusion lead, events, communications) and delivery partners e.g. digital agencies
- Manage day-to-day projects with our digital agency and events management agency to develop and deliver on the project objectives including; website/portal, campaigns and events
- Develop professional communities / networks to drive the digital conversation
- Track and report on qualitative and quantitative delivery metrics, displaying an outcome and impact focused project management approach, with particular focus on the number of business organisations supported and the impact on creation of new jobs

- Collaborate with other regional projects, particularly those focused on Digital Ecosystem development and also funded by NTCA, for example the Digital Clusters project that will be delivered by Dynamo and Innovation Supernetwork
- Working with the Project Lead, ensure the project connects to regional and national digital skills initiatives, developing links with education and training stakeholders including universities, NELEP, TechUK, TechNation etc, and is aligned with Industrial and Technology strategies in the region

Skills, experience and behaviours we are looking for:

Communication

- Collaborative approach to working with Dynamo team and other key partner organisations / teams to achieve performance objectives
- Able to effectively engage with diverse stakeholders including delivery partners, SMEs, corporates, universities, NTCA
- Develops strong external working relationships, representing Dynamo North East positively and professionally at a regional and national level.
- Works closely with the Equality, Diversity & Inclusion manager to ensure the project provides opportunities across all our communities

Project Delivery, Decision Making and Problem Solving:

- Project management of day-to-day activities, taking into account multiple inputs e.g. diverse stakeholder needs, impact on project outcomes, cost / time investment required
- Work with compliance manager to ensure required financial reporting and administration is carried out for the project
- Pragmatic problem solver able to face challenges / blockers and propose solutions to move forward
- Able to decide when to seek help / guidance from the Project Lead and broader project team

Initiative & Independence:

- Proactively generates interest in the project from companies, driving engagement in and participation with the project
- Works independently as well as part of a team

Ends.