



PROJECT & STAKEHOLDER MANAGER

THE ROLE

We are seeking two Project & Stakeholder Managers

You will play a critical role in identifying and maintaining the interest of stakeholders, private and public, local and national, large and small, who are willing and able to engage in the work of the Centre as well as be responsible for project management. Digital standards training will be given by the Centre's Training partner, the Institute of Export and International Trade. Accountabilities will be direct to the Director of the Centre based in London so an ability to hit the ground running and effectively motivate and manage yourself will be essential.

The roles will work within a small, co-located team based at Teesside University in Middlesbrough.

The roles will entail two core functions:

- Identify, engage and manage a diverse range of stakeholders from government and the private sector to ensure all projects and activities are delivered to the highest standard
- Coordinate and manage digital trade research and pilot projects including the consistent application of the Centre Playbook model.

Innovation will be front and centre of all the work of the Team and the roles will suit people who are innovative in their thinking, while also having a clear sense of what is deliverable and scalable in the context of global trade and the circumstances of the UK.

The ICC Centre for Digital Trade & Innovation

Launched in April 2022, The Centre for Digital Trade and Innovation (C4DTI) is an ICC United Kingdom-led, global initiative based in the Tees Valley. C4DTI is a public, private partnership led by industry and supported by government. Its core mission is to accelerate the digitalisation of UK trade, the implementation of open systems based on common international standards and a digital trade system that is paperless, sustainable and secure. C4DTI will be impartial and technology agnostic in approach and have the capability to engage industry of all sizes and sectors, identify and remove policy barriers and pilot practical solutions to help drive innovation, technology solutions and standards adoption at scale across the whole trading system.

You can learn more about the Centre here: https://iccwbo.uk/pages/centre-for-digital-trade-innovation





JOB DESCRIPTION & PERSON SPECIFICATION

Title	Project & Stakeholder Manager
Full/Part Time	Full time
Reports to	Director, Centre for Digital Trade & Innovation
Line Reports	N/A
Basic Salary	£30,000 - £35,000 p.a. [gross]
Benefits	 27 days holiday plus public holidays 1 extra 'summer' day [2 half days across Jun - Aug] 3 days annual learning and development allowance 4% employer contributions to company pension scheme Flexible working Access to company annual travel pass loan scheme
Travel	You may be required to help strengthen working relationships with the ICC office in London and other partners.
Contract Terms	The successful candidates will be hired on an initial 12 month term.

RESPONSIBILITIES

- Work closely with the Innovation Director to oversee technology enabled pilots
- Define and clearly articulate the problem to be solved, and how the proposed solution will solve it
- Formulate hypotheses about the best course of action at each stage of venture development, gathering data and information from a wide variety of sources to develop insights that address:
- Desirability: is there demand for the solution, is it scalable across multiple clients?
- Viability: is there a solid business case for the pilot to scale?
- Feasibility: collaborating with technical teams to understand the feasibility of the proposed pilot and the resources required to develop it?
- Assemble the commercial case for the venture and pitch for funding from budget holders
- Test market response through workshops, interviews, and prototypes
- Refine and shape the product concept in line with lean start-up principles
- Design and deliver an inspiring stakeholder engagement strategy and delivery plan
- Map, manage and segment a comprehensive stakeholder database that is representative and kept up-to-date as the Centre and its project and pilot programme matures.
- Develop strong trusted relationships with key stakeholder groups and senior leaders across the region.
- Set up and coordinate multistakeholder working groups to deliver projects and pilots.
- Help identify new business opportunities for the Centre team and new pilot opportunities for stakeholders groups.





- Reach out to and attending meetings with public and private sector groups, representing the Centre, presenting a professional and innovative image and influencing key stakeholders and partners
- Design and manage a range of engagement projects, delivering engagement events, panels, forums, and stakeholder and customer research exercises.
- Respond flexibly to the developing landscape of digital trade in the UK and globally, assessing major developments, and taking these into account in adjusting plans and strategies
- Provide accurate and timely progress reports as needed.
- Report to the Director and Board of the Centre as appropriate on progress, developing KPIs and targets to be reported against.
- Keep broadly up to date with self-education on the world of trade and trade technology.
- Keep and maintain accurate records and database contacts and other administrative tasks.

PERSON SPECIFICATION

The 'fit' with the team is essential so we are looking for the right character and personality.

You will be:

- A problem solver Able to solve ambiguous problems, in a structured and logical way
- Commercially astute with a keen understanding of B2B commercial drivers and business cases
- Tenacious self-motivated to own and solve complex business challenges
- Able to manage internal and/or external stakeholders with excellent interpersonal skills

You will also bring to the role:

- Self-motivation and capacity to work autonomously with minimal need to refer to Centre leadership.
- Planning and Organisation. Expertise in managing multiple priorities, developing solutions to address communication and engagement issues, recognising complexity and uncertainty and delivering on time. Able to evaluate the impact and effectiveness of those plans.
- Communications. Professional standard of written and verbal communication ability to communicate to different audiences.
- Relationship management. The ability to identify, develop and maintain excellent working relationships with senior stakeholders and leaders within the organisation.





Qualifications and Experience

Essential:

- Degree educated
- Proven track record of project and stakeholder management experience.
- Experience of dealing with a wide variety of stakeholders from across a variety of sectors and a proven track record of being able to understand their requirements and reflect these back both to their peers and to the Centre.
- First class written and oral communications skills
- Experience of building relationships and working with senior stakeholders in private sector companies, governments, and consultancy firms within the North East region.
- Good knowledge of the UK trade landscape and economic, social and logistic landscape in Teesside and its surrounding area and an ability to extrapolate from that to applications elsewhere in the UK and around the globe.

Desirable:

- Experience in the private sector, public sector, or financial services
- Experience and demonstrable interest in corporate innovation, the start-up ecosystem or a commercial product role
- Some experience and knowledge of the world of international trade, the major trends in supply chains management and the technology that is being used to improve processes in both government and commercial sectors.
- Experience of working with central and local government.
- Established network of business contacts within North East region
- Experience of working in a pressured, fast pace and dynamic environment.

Start Date

As soon as possible. Due to the need to appoint quickly we reserve the right to interview and appoint at any stage of the process.

Equal Opportunities

We represent a global client base and are an active equal opportunities employer. We will welcome applications from candidates that add value to the team.

Application Process & Deadline

Note: only applications with tailored cover letters will be considered.