

Northumberland County Council
JOB DESCRIPTION

Post Title: Head of Economic Development		Director/Service/Sector: Economic Development & Growth, Place & Regeneration		Office Use
Grade: Band 14		Workplace: County Hall, Morpeth		JE ref: H238 HRMS ref:
Responsible to: Director of Economic Development & Growth		Date: December 2023	Lead & Man Induction:	
Job Purpose: To provide professional and technical advice on all economic development issues, including government policy and translation of that into local plans and objectives. Lead the development & delivery of Northumberland's Economic Strategy and associated outcomes; commission services which will deliver the Council's ambition for the economic development and growth and contribute to making the County a place where people want to live and work creating new opportunities. To support the development of the Mayoral Combined Authority and regional devolution arrangements, the commissioning of activities to support businesses, to advance inclusive economic growth and realise the potential of key sectors, including the visitor economy, and lead the culture investment portfolio and rural growth. To make an innovative and effective contribution to the corporate management of the Directorate and the Council. To instil and continuously encourage a culture of customer care and engagement across the service				
Resources	Staff	Directly responsible for management of 4 managers and jointly responsible for management of up to 60 professional and technical officers that discharge a wide range of functions associated with the Council's economic development and growth policies, programmes and initiatives.		
	Finance	Accountable/responsible for the efficient and effective management of the resources allocated to the unit (circa £50m) including the awarding and administration of external grants to Voluntary and Community and cultural organisations. Secure and administer capital funding allocations to deliver the economic priorities defined within the Capital programme. Directly responsible for multiple externally funded programme budgets (capital and revenue) which are consistently in excess of £10 million per annum.		
	Physical	Overall management of the physical resources associated with Economic Development Service, including working environment, equipment, computer hardware and software systems associated with the delivery of the unit. Maintain and operate strategic programme and project management systems and other key corporate systems.		
	Clients	Internal officers, Council members and external funders and stakeholders including Government and Government Agencies, Mayoral Combined Authority, sectoral groups, economic partners, governance boards, community organisations, consultants, and members of the public. Ensure compliance with relevant legislation, council policies and procedures.		
Duties and key result areas: <div><div>1.</div><div>In support of the Director of Economic Development and Growth the post holder will be responsible for leading, developing and commissioning services which will deliver the Council's ambition for economic development and growth of the County and continue to build a place where people want to live and work creating new opportunities and supporting existing businesses and organisations who can contribute to achievement of the Council and County's ambition.</div></div> <div><div>2.</div><div>The post holder will take a lead role in managing the interface with regional economic development and growth institutions, particularly the Mayoral Combined Authority, to ensure Northumberland's priorities for economic growth are reflected in regional growth and investment plans, coordinating the Council's contribution to these bodies and advising the Executive Director and Director as to the implications of that contribution.</div></div> <div><div>3.</div><div>The post holder will take responsibility for overseeing the development of inclusive growth activities and the commissioning of Visit Northumberland to continue to support a sustainable visitor economy in the County.</div></div>				

4. To proactively lead, manage, delegate and direct the Service to achieve corporate objectives, and manage a Service of professional staff who oversee the delivery of services on a day-to-day basis.
5. In recognition of the importance of working in close partnership and accessing resources from other public and private sectors organisations the postholder will lead on bid writing and business case development.
6. To develop and implement policies and procedures relating to the smooth running of the Economic Development Service, including the advancement of economic growth deals, and help manage the reputation of the council as a transparent body.
7. To provide strategic management and professional advice to the Director of Economic Development and Growth on all matters of strategic policy relating to economic growth, employability and inclusion, culture development, rural growth, skills, business and sector development and the attraction of external funding.
8. To manage the development of strong relationships with those other organisations with a strategic role to play in the economic and inclusion policy functions, including the region's Universities and colleges, JobCentre Plus, health bodies, culture and arts organisations and funders and VCS.
9. To manage the Council's relationship with the Advance Northumberland Economic Growth function, ensuring the Council's Economic priorities are reflected in the Company's business plans and outcomes.
10. To ensure that all relevant strategies, actions plans, policies and statutory requirements are effectively developed and implemented, particularly with respect to the Council's Corporate Plan, Economic Strategy, Cultural Strategy, Employability & Skills Strategy and VCS Policy Statement.
11. As a member of the Economic Development and Growth Directorate Management Team lead and fully participate in the corporate and service planning and management processes for regeneration and to develop appropriate templates and mechanisms to ensure that service work is captured and shared to the benefit of the Council as a whole.
12. To provide professional advice to and develop working relationships with elected members, Executive Directors, Directors and Heads of Service on strategic matters, relating to corporate policy management, including contributing to the preparation of the Corporate Plan and Service Plans; and to contribute to the preparation of and take a lead on substantial elements of the service.
13. To actively 'horizon scan', be aware of economic development and growth policy and priorities at national, local and regional level that will impact on the interests of Northumberland or the work of the Council, and ensure that services are responsive, continuously improving and totally customer focused.
14. To proactively seek funding opportunities to draw additional resources into Northumberland to promote inclusive economic growth and regeneration across the county.
15. To proactively develop, implement and operate effective programme and project management frameworks and ensure that robust mechanisms are continuously developed to establish and monitor the effectiveness of Service- related strategies, policies and practices.

16. To provide high quality leadership and line management for the Service and promote a learning and development culture in which all Service members can achieve their full potential, including:
 - recruitment, selection, induction, discipline, training and development of staff within the service
 - supervision, delegation, clear guidance, quality standards, forward planning
 - motivation of teams and individuals by providing clear direction and communication
 - ensuring that all employees at all levels understand how their roles contribute to the overall direction and success of the council performance management, appraisal, talent management and succession planning.
17. To continuously promote and review effective partnership arrangements, collaboration and joint working, for the delivery of high quality services, through effective and constructive relationships with colleagues and external contacts.
18. To maximise the Council's role, function and influence in relation to all aspects of service provision, including actively promoting the role of the service and Council at local, regional and national level.
19. To be proactive in the identification of opportunities for 'value for money improvements', in resource usage and to monitor and report on the performance of all assets, including bringing forward rationalisation/expansion proposals as necessary.
20. To actively promote and represent the interests of Northumberland and the County Council, in relation to service activities and policies at a local regional and national level, as appropriate, particularly through participation in relevant programmes, showcasing good practice and contributing to exchange networks.
21. To review, interpret, explain and enforce statutory and County Council regulations, ensuring appropriate procedures are followed, that individuals/organisations have a proper understanding of their position and attempting to reach legitimate, mutually agreeable solutions, through negotiation.
22. To be fully accountable for expenditure against allocated budgets, ensure effective spend against established targets and compliance with financial regulations.
23. To seek out new and improved ways of working, looking for innovation and best practice, and challenging the status quo.

The duties and responsibilities highlighted in this job description are indicative and may vary over time. Post-holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Work Arrangements

Transport requirements:	Involves travel to area offices or training venues throughout the County and further afield on occasion.
Working patterns:	Normal office hours but flexi-hours may apply. Evening and weekend working on occasion.
Working conditions:	Predominantly office based

PERSON SPECIFICATION

Post Title: Head of Economic Development	Director/Service/Sector: Economic Development and Growth, Place and Regeneration	Ref:
Essential	Desirable	Assess by
Qualifications and Knowledge		
<p>Degree level and professional qualifications in a relevant subject, plus recent and relevant post qualification training, additional qualifications and experience in a relevant context</p> <p>In-depth knowledge of professional theory, practice and procedures, and contemporary issues in relation to the role</p> <p>Understands the diverse functions of a large complex public sector organisation, and its cross cutting issues and challenges</p> <p>Knowledge of current international laws, regulations, policies, procedures, trends and developments</p> <p>Commercially aware and understands the relationship between costs, quality, customer care and corporate performance assessments</p> <p>Understanding of relevant legislation and requirements such as health & safety, equalities and diversity, risk management etc</p> <p>Evidence of continuing professional and managerial development; including management training</p>	<p>Membership of the Institute of Chartered Secretaries and Administrators</p> <p>Membership of the Association of Electoral Administrators</p> <p>Prince 2 (Foundation)</p>	
Experience		
<p>Recent significant post-qualification experience in a relevant context.</p> <p>Experience of a range of strategic management functions</p> <p>An evidenced track record of successful management and achievement of objectives in an organisation of comparable scope and complexity</p> <p>A demonstrable track record of leading and managing teams and delivering outcomes that require collaborative approaches both within the organisation and with external partners</p> <p>Substantial experience and a proven track record in the formulation and delivery of strategies and policies within an organisation of comparable scope and complexity</p> <p>Substantial experience and demonstrable success in the management of change and of securing the support of others in the process</p> <p>Experience of resource management within a comparable organisation</p> <p>A successful track record of engaging effectively with others at a senior level and building productive partnerships with key stakeholders in the public, private and voluntary sectors</p>	<p>Extensive knowledge of local government corporate management systems</p> <p>Extensive knowledge of electoral administration experience of managing elections at a senior level</p>	
Skills and competencies		
<p>Good management and leadership skills are an essential requirement of the postholder, demonstrable evidence of providing visible, empowering and motivational leadership and fostering a positive organisational culture</p> <p>Personal effectiveness and judgement, takes the initiative, risk aware and able to work with high levels of autonomy</p> <p>Excellent written and oral communication skills; ability to use IT; present information and use appropriate communications with different audiences; and effectively disseminate acquired knowledge</p> <p>Ability to problem solve, analyse and interpret complex information and business statistics</p> <p>Excellent negotiation and influencing skills</p>		

<p>Customer oriented, with well developed networking and partnership skills, able to build relationships with a range of stakeholders</p> <p>Active and effective advocate for the service both within the council and externally</p> <p>Financial and commercial awareness and effective budgeting and financial management skills</p> <p>Ability to maintain a clear overview of the issues affecting the Council in general and the service in particular.</p> <p>Demonstrable ability to propose, develop and implement effective strategies in pursuit of agreed goals and to make clear, informed, appropriate and timely decisions.</p> <p>Ability to command respect, trust and confidence of colleagues, Council Members and other stakeholders</p> <p>High levels of calm, tact and diplomacy in difficult situations</p>	
Physical, mental and emotional demands	
<p>Normally works from a seated position but with regular need to walk, bend or carry items</p> <p>Need to maintain general awareness with some lengthy periods of enhanced concentration</p> <p>Frequent contact with public/clients in dispute/negotiations with the Council</p>	
Motivation	
<p>A proactive corporate orientation and a commitment to tackling issues in a non-departmental manner</p> <p>Self-reliant, able to exercise discretion and possessing the ability to manage time effectively.</p> <p>Models and encourages high standards of reliability, honesty, integrity, openness and respect for others</p> <p>Actively helps managers and staff create a positive work culture, in which diverse, individual contributions and perspectives are valued</p> <p>Proactive and achievement orientated</p> <p>Works with minimal direct supervision</p> <p>Personality, conduct and credibility that engages and commands the confidence of colleagues, Council Members and other stakeholders</p>	
Other	
<p>The ability to drive and, as necessary, work unsocial working hours.</p> <p>Ability to meet the transport requirements of the post.</p>	