

Northumberland County Council  
**JOB DESCRIPTION**

<b>Post Title:</b> Economic Growth Strategy Manager		<b>Director/Service/Sector:</b> Economic Growth and Development		<b>Office Use</b> JE ref: Z323 HRMS ref:
<b>Grade:</b> Band 12		<b>Workplace:</b> County Hall. Morpeth		
<b>Responsible to:</b> Head of Economic Development		<b>Date:</b> April 2025	<b>Lead &amp; Man Induction:</b>	
<b>Job Purpose:</b> To provide professional and technical advice on all economic development & growth issues, including government policy and assist the Head of Service in the translation of that into local plans and objectives. To support the Head of Service in the development of the Northumberland Economic Strategy and associated outcomes; assist the Head of Service in commissioning 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. To make an innovative and effective contribution to the corporate management of the Directorate. To instil and continuously encourage a culture of customer care and engagement across the service. Reporting to the Head of Service the role will require a positive contribution is made to develop, maintain and deliver the Council's Economic Strategy and associated strategies.				
<b>Resources</b>	Staff	Directly responsible for management of 3 managers and up to 12 further professional and technical officers that discharge a wide range of functions associated with the Council's Economic Strategy, programmes and initiatives; as well as necessary interims and sub-contractors providing specialist services		
	Finance	Assist the Head of Service in the efficient and effective management of the resources allocated to the service (circa £5m). Support the Head of Service in the delivery of multiple externally-funded programme budgets (capital and revenue) which are consistently in excess of £10 million per annum. The role will also require bidding for funds made available from any future Government funding sources as they become available.		
	Physical	Overall management of the physical resources associated with the Economic Strategy Team, 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	Oversee the development of corporate policy and service delivery initiatives that impact upon the quality of service provided to users. Lead the co-ordination of new policies and strategies associated with the Economic Strategy and implementation across the Council. 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.		
<b>Duties and key result areas:</b>  <div><div>1.</div><div>Supporting the Head of Economic Development, the post holder will be responsible for leading the development of the Northumberland Economic Strategy in support of 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 assist the Head of Service 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, Director and Head of Service as to the implications of that contribution.</div></div> <div><div>3.</div><div>Lead and co-ordinate the development of the Economic Strategy and associated evidence framework that assist the Council in making best use of its capital and revenue resources to deliver against the Council's ambition for inclusive economic growth.</div></div> <div><div>4.</div><div>To support the Head of Service in leading, managing and delegating to the team to achieve corporate objectives, and manage a team of professional staff who oversee the delivery of services on a day-to-day basis</div></div>				

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. Assist the Head of Service in the development and implementation of policies and procedures relating to the smooth running of the economic strategy team, including the advancement of economic growth deals, and help manage the reputation of the council as a transparent body.
7. To provide professional advice to the Head of Economic Development on all matters of strategic policy relating to economic growth, employability and inclusion, skills, business and sector development and the attraction of external funding.
8. Assist the Head of Service in managing the development of strong relationships with those other organisations with a strategic role to play in the economic and inclusion policy functions, including major employers, the region's Universities and colleges, Jobcentre Plus, health bodies and VCS.
9. To support the Head of Service to ensure that all relevant strategies, action 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.
10. Contribute to the corporate and service planning and management processes for Economic Development and Growth and assist the Head of Service to develop appropriate templates and mechanisms to ensure that service work is captured and shared to the benefit of the Council as a whole.
11. 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.
12. 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.
13. Proactively seek funding opportunities to draw additional resources into Northumberland in order to promote inclusive economic growth and regeneration across the county.
14. Proactively develop, implement and operate effective performance management frameworks and ensure that robust mechanisms are continuously developed to establish and monitor the impact of strategies, policies and practices.
15. Provide high quality leadership and line management for the team 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
16. 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.

17. 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.
18. 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.
19. 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.
20. 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.
21. To be fully accountable for expenditure against allocated budgets, ensure effective spend against established targets and compliance with financial regulations.
22. 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:	Travel within the county as well as to various regional and national locations for seminars, conferences and meetings
Working patterns:	Normal office hours with a requirement to attend evening meetings and committees
Working conditions:	Some exposure to outdoor working, regular attendance at meetings and forums held at locations outside the Council's ownership and control.

Northumberland County Council  
**PERSON SPECIFICATION**

Post Title: Economic Growth Strategy Manager		Director/Service/Sector: Place and Regeneration, Economic Development and Growth		Ref: Z323	
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>Extensive understanding of economic development and regeneration legislation, regulations, national policies and professional best practice.</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>Comprehensive understanding of economic development and regeneration delivery processes</p> <p>Significant knowledge of Public Sector Funding sources, finance procedures and Budget management</p> <p>Knowledge of current international laws, regulations, policies, procedures, trends and developments</p>		<p>Management degree or post-graduate diploma e.g. MBA, CMS, DMS.</p> <p>Member of professional body</p> <p>Evidence of recent relevant Management Training.</p>			
Experience					
<p>Recent significant post-qualification experience in a relevant context. 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>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>			
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</p>		<p>Able to exercise sound judgement and decisiveness</p> <p>IT skills and awareness</p>			

<p>statistics Excellent negotiation and influencing skills Customer oriented, with well developed networking and partnership skills, able to build relationships with a range of stakeholders Active and effective advocate for the service both within the council and externally Financial and commercial awareness and effective budgeting and financial management skills Ability to maintain a clear overview of the issues affecting the Council in general and the service in particular. Demonstrable ability to propose, develop and implement effective strategies in pursuit of agreed goals and to make clear, informed, appropriate and timely decisions. Ability to command respect, trust and confidence of colleagues, Council Members and other stakeholders High levels of calm, tact and diplomacy in difficult situations</p>		
<b>Physical, mental, emotional and environmental demands</b>		
<p>Usually works from seated position with regular need to walk, bend or carry items. Periods of time visiting sites on the public highways and various meetings at client premises throughout the county, region and occasional national locations. Need to maintain general awareness with prolonged periods of enhanced concentration, particularly in meetings, high level negotiations, committees, public exhibitions and during cross examination at public forums. Frequent and lengthy contract with public/clients/agents in dispute with the Council. Proficient at the dispute resolution and able to balance conflicting demands. Adept and able to prioritise a high level of multi-service requests in a logical and rational manner.</p>		
<b>Motivation</b>		
<p>A proactive corporate orientation and a commitment to tackling issues in a non-departmental manner Self-reliant, able to exercise discretion and possessing the ability to manage time effectively. Models and encourages high standards of reliability, honesty, integrity, openness and respect for others Actively helps managers and staff create a positive work culture, in which diverse, individual contributions and perspectives are valued Proactive and achievement orientated Works with minimal direct supervision Personality, conduct and credibility that engages and commands the confidence of colleagues, Council Members and other stakeholders</p>		
<b>Other</b>		
<p>Full driving licence required, ability to attend meetings and access sites and premises in various states of development and locations.</p>		

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others  
e.g. case studies/visits