


Job Description			
Title Group Manager - Growth and Development	Service Group Investment & Growth	Post Ref.	
Job Purpose To ensure delivery of the Growth, Regeneration, Economic Development, Asset Management and Estates services, having accountability for delivering priorities, developments and achieving targets through effective use of the resources available.			
Key Responsibilities		Key Accountabilities	
<ol style="list-style-type: none">1. To lead and manage the Growth, Regeneration, Economic Development, Asset Management, and Property Estates combined functions.2. Production and delivery of service/commissioning plans including agreeing targets with their Service Director.3. Delivering the services within the performance targets in the service plan/s.4. Reporting changes in the operating environment where these require amendment of the service plan.5. Fulfilling all duties to effectively manage the performance of and promote the welfare of all staff in services.6. Providing timely and accurate information about customers including data on future trends.7. To identify and deliver growth opportunities for the Council and support the planning and delivery of the Council's wider growth, development and strategic infrastructure programmes		<ol style="list-style-type: none">1. Delivering/commissioning services agreed in the service plan within agreed resources; including targets for improving efficiency and customer satisfaction2. Staff performance within the services managed3. Delivering services within the allocated budget – both capital and revenue.4. Taking decisive action and reporting issues where unforeseen events impact on service delivery targets including budget5. Providing data about customers and the operating environment6. Meeting statutory or regulatory standards that apply to the services managed7. Ensuring that property management functions are managed to optimise management of the property portfolio to achieve VFM and legal compliance.	

<ul style="list-style-type: none"> 8. Lead, develop and implement strategic asset management programmes for the council aligned with organisational goals to deliver optimal value of physical assets, a financial return for the Council and economic impact for communities 9. Commission programmes and activities for enterprise, skills and employment development which are aligned to the Council Place Plan to support long term economic prosperity and growth within Nottinghamshire 10. Ensure all County Council activity contributes to the growth of the local economy where possible, particularly in the areas of commissioning, programme management, procurement and strategic planning across the Department 11. Lead the Council's work with businesses and partners, facilitating partnerships with key local, regional and national bodies to drive the achievement of strategic objectives relating to economic growth and regeneration. 12. Ensure that members and senior officers are provided with high quality strategic advice in relation to the services managed by the post 13. Be responsible for bringing forward regeneration and growth projects to generate a financial return for the Council and positive outcomes for residents and businesses; including HS2, business parks and major developments. 14. Provide head of profession support to other property stakeholders and to projects across the council, working in collaboration to ensure a joined up approach to property, estate management and compliance with statutory regulations. 	<ul style="list-style-type: none"> 8. Accountable to the Departmental Leadership Team, and political leadership for the delivery of the County Council's objectives with regard to economic development and growth. 9. Ensuring that effective relationships are established and maintained with the business community 10. Promoting the County as a great place to visit, and to start and grow a business. 11. Carry out Corporate Landlord function, working in collaboration with other property functions across the Council.
<p>The post holder will perform any duty or task that is appropriate for the role described</p>	

Person Specification

Education and Knowledge

1. Relevant management qualification or equivalent experience/knowledge in economic development, regeneration and asset management.
2. Evidence of continuous professional development.
3. Comprehensive knowledge of the main issues and influences affecting the service area.
4. Detailed knowledge of main issues and influences affecting the services allocated to this post.
5. Comprehensive understanding of policies, professional standards and practices in regeneration, construction and design.
6. Commissioning and management of contracts/framework partnerships in a comparable environment.
7. Comprehensive understanding of strategic asset management policies and strategies.
8. Comprehensive understanding of Government economic/regeneration programmes and local government role in driving local economic growth.
9. Comprehensive knowledge of skills and employment landscape.
10. Comprehensive knowledge of the principles and practice of:
 - effective people management;
 - excellent customer service;

Leadership and Management Skills

11. A high level of personal drive and integrity and an understanding of how their personal leadership style impacts on service outcomes.
12. Strong interpersonal skills enabling the post holder to provide purpose and direction to others in a changing environment to ensure effective engagement with customers, staff and other key stakeholders.
13. Ability to make decisions and solve problems in a changing and complex service environment, involving planning solutions and prioritising personal and service resources.
14. Ability to meet agreed broad service objectives and delivery targets through the organisation of human, physical and financial resources.

- continual improvement using an evidence – based approach; and,
- Appropriate risk management.

Experience

15. Extensive experience of service delivery, including resource planning, performance management and effective and efficient delivery, in a relevant service area.
16. Significant experience of leading changes in a service delivery environment with responsibility for direction of a service involving the co-ordination and integration of a number of sub functions
17. Significant experience of commissioning, procurement, service developments and contract management in comparable environment.
18. Extensive relevant experience of regeneration, growth and/or infrastructure, with experience of securing inward investment, supporting enterprise development and regeneration and bringing forward key projects that deliver improved employment opportunities
19. Proven track record of working with businesses and local enterprise partners to drive economic growth, including enterprise, supply chain development and employment.
20. Experience of promoting local employment and skills, working in collaboration with the FE/HE sectors.
21. Significant experience in asset management and using assets to drive growth, income and economic impact.

Role Dimensions

22. Core area/s of responsibility

- The post holder will have direct responsibility for the Economic Development service and delivery of economic development programmes and projects that support the long term economic prosperity and growth of businesses in the County.
- Partnership with the public and private sectors, holding the relationship with business community.
- Key role in partnership with D2N2 LEP, Midlands Engine and regional/national partners such as HCA and Government.
- Strategies and programmes for effective management of the council's real estate.
- Management, development and procurement and regeneration related services including property.
- Nominated head of property for the function of the council.

23. Financial Responsibility

- Manage a gross budget of approx. £15 million.
- Income generation target of approx. £5 million
- Manage and deliver regeneration programmes with annual value in excess of £50million
- Effective management of the real estate with 1000+ properties with a gross value of £1.5 billion.

24. Staff : 45 FTE's