

Title Group Manager – Growth and Development	Department Place	Post Ref. xxxx
<p>Job Purpose</p> <p>To provide Growth, Regeneration, Economic Development and Green Estates services, having accountability for delivering priorities, development and achieving targets through effective use of resources available. To manage and contribute to effective business planning and performance monitoring to drive continuous improvement, achieve excellent practice, and ensure that a performance focus and joined-up planning and shared values, behaviours & objectives, is embedded across the Place Department.</p> <p>The post holder will be accountable to the Service Director, Growth and Investment, will operate in a matrix management environment and support elements of the strategic development, in consultation with the Core Leadership Team of the Place Department.</p>		
<p>Key Responsibilities</p> <ol style="list-style-type: none"> 1. To lead and manage the Growth, Regeneration, Economic Development, Inward Investment, Visitor Economy and Green Estates functions 2. To identify and measure the key Place Departmental performance indicators that reflect the needs of Nottinghamshire’s residents and businesses 3. Production and delivery of service/commissioning plans including agreeing targets with their Service Director 4. Delivering the services within the performance targets in the service plan/s 5. Reporting changes in the operating environment where there require amendment to the service plan/s 6. To oversee, monitor and the Place Departmental ambitions around a growing Nottinghamshire economy, such as roads programme (A614, A617, Newark Bypass), East Midlands Airport expansion plans, Visitor economy, making the county the best connected, good housing stock, skills and education 7. Fulfilling all duties to effectively manage the performance and promote the welfare of all staff in services 8. Provide timely and accurate information about customers including data on future trends 	<p>Key Accountabilities</p> <ol style="list-style-type: none"> 1. Delivering/commissioning services agreed in the service plan/s within agreed resources; including targets for improving efficiency and customer satisfaction 2. Staff performance within the services managed 3. Responsible for developing Place Department Performance Framework 4. Place Core Leadership Team and Place Leadership Team, to receive accurate and effective performance advice and availability of critical information on how well Place Departmental services are doing to effectively monitor, challenge and support performance 5. Overseeing the Place Department’s activities to deliver a coordinated approach which is aligned with business planning cycles 6. Delivering services within the allocated budget – both capital and revenue 7. Taking decisive action and reporting issues where unforeseen events impact on service delivery targets including budget 8. Providing data about customers and the operating environment 9. Meeting statutory or regulatory standards that apply to the services managed 	

<p>9. To identify and delivery growth opportunities for the Council and support the planning and delivery of the Council's wider growth, development and strategic infrastructure programmes</p> <p>10. Lead, develop, implement, maintain and manage the effective delivery of the Council's Visitor Economy Strategy and approach to Inward Investment and accompanying initiatives</p> <p>11. Commission programme and activities for enterprise, skills and employment development which are aligned to the Council Place Departmental Strategy to support long-term economic prosperity and growth within Nottinghamshire</p> <p>12. Manage the Nottinghamshire Business Rates Pool reserve, monitoring the schemes and reporting progress to the City of Nottingham and Nottinghamshire Economic Prosperity Committee</p> <p>13. Deliver County Council activity which 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</p> <p>14. Lead the Council's work with businesses and partners, collaborating and developing partnerships with key local, regional and national bodies to drive the achievement of strategic objectives relating to economic growth and regeneration</p> <p>15. Provide high quality strategic advice in relation to the services managed by the post to members and senior officers</p> <p>16. Develop and maintain effective relationships with the City of Nottingham and Nottinghamshire Economic Prosperity Committee or any sub-committees or advisory groups which aims to drive future investment in growth and jobs in the County</p> <p>17. 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 High Speed 2 and major developments</p>	<p>10. To comply with the Place Leadership Team Values and Behaviours in order to contribute to the achievement of the Council's and Place Departments strategic aims and objectives</p> <p>11. Accountable to the Place (Departmental) Leadership Team, and political leadership for the delivery of the County Council's objectives with regard to economic development and growth</p> <p>12. Establish and maintain effective relationships with the business community</p> <p>13. Promoting the County as a great place to: bring up your family, fulfil your ambition, enjoy your later life and start and grow your business</p> <p>14. Deputise for Director of Investment and Growth, on relevant projects</p>
<p>The post holder will perform any duty or task that is appropriate for the role described</p>	

<p><i>Person Specification</i></p>	
<p><i>Education and Knowledge</i></p> <p>1. Relevant management qualification or equivalent experience/knowledge in economic development, regeneration and growth</p>	<p><i>Leadership and Management Skills</i></p> <p>1. A high level of personal drive and integrity and an understanding of how their personal leadership style impacts on services outcomes</p>

2. Evidence of continuous professional development
3. Comprehensive knowledge of the main issues and influences affecting the service area
4. Detailed knowledge of the main issues and influences affecting the service allocated to this post
5. Comprehensive understanding of policies, professional standards and practices in regeneration
6. Commissioning and management of contracts/framework collaboration a comparable environment
7. Comprehensive understanding of Government economic/regeneration/growth programmes and local government role; in driving local economic growth
8. Comprehensive knowledge of the skills and employment landscape
9. Comprehensive knowledge of the principles and practice of:
10. Effective people management;
11. Excellent customer service; continual improvement using an evidence-based approach; and
12. Appropriate risk management

Experience

1. Extensive experience of service delivery, including resource planning, performance management and effective and efficient delivery, in a relevant service area
2. 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
3. Significant experience of commissioning, procurement, service development and contract management in comparable environment
4. 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
5. Proven track record of working and collaborating with businesses and local enterprise partners to drive economic growth, including enterprise, supply chain development and employment

2. 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
3. Ability to make decisions and solve problems in a changing and complex service environment, involving planning solutions and prioritising personal and service resources
4. Ability to meet agreed broad service objectives and delivery of targets through the organisation of human, physical and financial resources

6. Experience of promoting local employment and skills, working in collaboration with the FE/HE sectors

Role Dimensions

7. This post is managed by the Director for Growth and Investment. Core areas of responsibility:

- The post holder will have direct responsibility for the Growth and Economic Development Service, Green Estates and delivery of economic development programmes and projects that support the long term economic prosperity and growth of businesses in the County
- To oversee the Place Departments data analytics which is to be evidence-based with an outcome and performance focus
- To have a commercial outlook and approach, recognising importance of value for money and the ability to lead, develop and motivate staff and teams to effect change
- Partnership with the public and private sectors, holding the relationship with the business community
- Key role in collaboration with D2N2 Local Enterprise Partnership, Midlands Engine and regional/national partners such as HCA, MHCLG, Broadband Delivery UK and Government
- Management, development, procurement and regeneration related services

8. Financial Responsibility

- Directly manage a budget of approximately £2.1 million
- As part of Place Departmental performance management, oversee £136,042 million Place Departmental Budget
- Budget holder for the Nottinghamshire Business Rates Pool reserve (circa £3 million)
- Income generation target of approximately £1 million
- Manage and deliver regeneration programmes with annual value in excess of £25 million

9. Staff: 33.5 FTE's (plus dotted line reporting relationship with the 4 staff relating to the High Speed 2 (HS2) programme)

Date: 1st October 2018