Economy Directorate

Job Description

Job Title: GBSLEP Executive Manager
Grade: GR6
Division: Economy
Section: GBSLEP Executive

1. **Job Purpose**

1.1 The Executive Managers will be responsible for leading the strategic and policy development of elements of the GBSLEP’s Strategic Economic Plan (SEP) that relate to either ‘Business’ (including business support, access to finance, exporting, inward investment, innovation and sectors), ‘People’ (including employment and skills) or ‘Place’ (including housing, planning, connectivity, culture and environment). They will also be responsible for the development and delivery of interventions to support agreed priorities. Working closely with the Heads of Strategy and Delivery, they will ensure that the Business, People and Place elements collectively deliver the ambitions set out in the SEP.

1.2 In leading and managing the Executive Officers responsible for strategy/policy and the officers responsible for delivery, they will ensure that there is a continuum between strategy formation and delivery and that priorities are met.

1.3 The Executive Managers will provide direct support to the GBSLEP Board Directors who have lead responsibility for elements of the Business, People or Place pillars and also to provide support to the Chair and Deputy Chairs as required. The post holders will be expected to directly manage the Business, Employment & Skills or Place Pillar Boards and to oversee the management of any sub-boards or task and finish groups that sit below them.

1.4 The Executive Managers will be required to engage with senior stakeholders in order to develop and deliver elements of the SEP, including senior business leaders, local authority members and officers, civil servants and other key stakeholders.

1.5 The Executive Managers will form part of the GBSLEP’s leadership team with the Director and the Heads of Strategy and Delivery, which will drive forward the delivery of the LEP’s strategic objectives. They will directly manage a small team of officers focused on strategy and delivery. The post holders will also be expected to support the operational management of the LEP Executive, for example managing the their team’s budget and overseeing and advising on procurement practices.

1.6 The Executive Managers will support the GBSLEP in undertaking activities to support the delivery of West Midlands Combined Authority’s (WMCA) SEP and also the Midlands Engine, so contributing to the broader growth agenda.
2. **Duties and Responsibilities**

2.1 To lead on the strategic and policy development of elements of the GBSLEP’s SEP:

- Contribute to the development and evolution of the LEP’s SEP, leading on Business, People or Place related activity.

- Lead on the delivery, commissioning or co-ordination of activities, projects or initiatives to address the GBSLEP’s priorities.

- Develop detailed plans to take forward specific elements of the SEP e.g. relating to particular sectors.

- Ensure that these plans and proposals are underpinned by a robust evidence base and appropriate stakeholder engagement.

- Support the refreshing of key strategic documents such as the European Structural and Investment Strategy (or its successor) to ensure that they align with, and help to take forward, the priorities in the SEP.

2.2 To lead and/or oversee the delivery of elements of the GBSLEP’s SEP:

- Oversee the delivery of key parts of the SEP’s Implementation Plan – in some cases undertaking delivery directly, in others commissioning activity or working with lead partners.

- Identify any gaps in the delivery of the SEP and commission projects to fill them.

- Work with the Heads of Strategy and Delivery and external project sponsors to develop and prioritise a pipeline of investable capital or revenue projects for consideration for future Local Growth Fund (LGF), European funding or other sources of funding based on expressions of interest, outline business cases and agreed criteria.

- Identify potential funding streams to deliver these propositions and develop funding applications to secure necessary resources, including Local Growth Fund and ERDF.

- Support the development and approval of business cases and the monitoring of outputs as required.

- Ensure the GBSLEP’s Accountability Framework is adhered to in all cases.

- Support the Growth Hub Manager in the delivery of the GBSLEP Growth Hub and its continued evolution.

- Provide strategic guidance regarding the ESIF activity; linking with the GBSLEP ESIF team members.

- Monitor and report strategic performance against targets, identifying and taking corrective action as appropriate.
• Provide regular reports on progress to relevant LEP Boards and groups and to the various external-led Boards that support the GBSLEP.

• Contribute to the delivery of the WMCA’s SEP, working with partners to support the Business, People and Place elements.

• Take responsibility for the deployment and management of associated funds in accordance with Board Director and contractual agreements.

2.3 To provide direct support to the Chair, Deputy Chairs and LEP Board Directors as required:

• Work closely with the relevant Board Directors to agree key priorities for the Business, People and Place elements of the LEP’s agenda and ensure their delivery.

• Provide high-level strategic advice, support and guidance to LEP Board Directors and other key stakeholders.

• Commission or write briefing notes, speeches, reports and presentations to a high standard (in a variety of styles and to a range of audiences).

2.4 To manage the relevant GBSLEP Pillar Board and oversee the management of the supporting sub-structure:

• Prepare (or oversee the preparation of) reports, agendas, briefing notes and decisions/actions notes and maintain a forward plan.

• Take forward and respond to required actions accordingly.

• Support the Chairs of the groups to ensure that the bodies fulfil their terms of reference, reviewing membership as necessary.

2.5 To effectively engage and communicate the LEP’s agenda to range of stakeholders:

• Establish and maintain effective working relationships with key stakeholders such as Board Directors, senior local authority Members and Officers, business leaders, partnership bodies, Members of Parliament, central government departments, other LEPs, the WMCA, Midlands Engine and other national / local organisations.

• Support the delivery of the GBSLEP’s Marketing and Communications Plan, including providing content for the website, press releases, case studies, social media and publications

• Arrange and/or support the organisation on high profile engagement events, meetings, visits and delegations in relation to the GBSLEP.

• Represent the LEP on appropriate internal and external bodies and at relevant committees and meetings as required.

• Produce reports and deliver presentations as appropriate for internal and external boards, groups and partnerships.

2.6 To enable the effective day to day operations of the GBSLEP Executive:
• Manage the budget for the Business, People and Place teams on a day-to-day basis, reporting spend on a regular basis to the Director.

• Report performance against all LEP-related budgets to the Board on a regular basis.

• To develop and submit applications for grants from Government to fund LEP activity and the operations of the Executive, seeking the necessary approvals from the Accountable Body.

• Oversee, undertake and support procurement processes undertaken by the Executive to ensure due process is followed.

• Secure high quality legal and technical advice as necessary e.g. on GBSLEP operating as a company limited by guarantee, Accountable Body governance or protocol issues.

• Comply with Standing Orders, Financial Regulations and Legislative requirements relevant to the services provided, including those relevant to external clients.

2.7 To lead and support a team of professional staff to support the development and delivery of the SEP and the LEP Executive’s priorities:

• In consultation with the Heads of Strategy and Delivery, agree personal objectives and development opportunities for all team members. Review progress on a regular basis.

• Lead on the recruitment any new team members.

2.8 To keep abreast of policies, strategies and initiatives, locally, nationally and internationally, which inform the development and delivery of the LEP’s agenda.

• Maintain an up-to-date knowledge and understanding of issues and developments affecting the GBSLEP, the WMCA and the Midlands Engine and apply them to the role.

• Write or commission appropriate briefings as required.

2.9 To undertake such other duties as may reasonably be required from time to time commensurate with the grade

• Deputising for the Heads of Strategy or Delivery or the Director as required.

• To support the work of the Accountable Body.

• To carry out any other work commensurate with the nature and grade of the post.
3 **Supervision Received**

3.1 Supervising Officer Job Title:

- The Executive Manager for Business will report to the Head of Strategy.
- The Executive Manager for Place will report to the Head of Delivery.
- The Executive Manager for People will report to Head of Delivery.

3.2 Level of Supervision

1. Regularly supervised with work checked by supervisor OR
2. Left to work within established guidelines subject to scrutiny by supervisor OR
3. Plan own work to ensure the meeting of defined objectives.

The post holder will be expected to Plan own work to ensure the meeting of defined objectives.

4. **Supervision Given** (excludes those who are indirectly supervised i.e. through others).

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<tr>
<th>Post Title</th>
<th>Grade</th>
<th>No. of Posts</th>
<th>Level of Supervision</th>
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<tbody>
<tr>
<td>Executive Manager - Business</td>
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<tr>
<td>Executive Officers</td>
<td>5</td>
<td>4</td>
<td>3</td>
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<tr>
<td>– Growing Businesses</td>
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<td>– Innovation</td>
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<td>– Key Sectors</td>
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<td>– Creative City</td>
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<tr>
<td>Growth Hub Manager</td>
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<td>1</td>
<td>3</td>
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<tr>
<td>Executive Manager - People</td>
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<tr>
<td>Employment &amp; Skills Lead Officer</td>
<td>G (employed by Solihull MBC)</td>
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<tr>
<td>Executive Manager – Place</td>
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<tr>
<td>Executive Officer</td>
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<tr>
<td>– Connectivity</td>
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<td>– Assets</td>
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<tr>
<td>Programme Manager</td>
<td>6</td>
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5. **Special Conditions**

N/A

Obervance of the **City Council's Equal Opportunities Policy** will be required.
Economy Directorate

Person Specification

**Job Title:** GBSLEP Executive Manager  
**Grade:** GR6

**Division:** Economy  
**Section:** GBSLEP Executive

**Method of Assessment (M.O.A.)** A.F. = Application Form; I. = Interview;  
T. = Test or Exercise; C. = Certificate; P. = Presentation.

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<th>CRITERIA</th>
<th>ESSENTIAL</th>
<th>M.O.A.</th>
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| **Education/Qualifications**     | Educated to degree standard, preferably with a relevant post graduate qualification.  
NB: Full regard must be paid to overseas qualifications.  
Desirable - Project Management/ team leadership qualification | AF/C    |
| **Experience**                   | 1. Significant experience of working in complex organisations directly to senior figures e.g. business leaders, politicians and officers.  
2. Significant experience of developing strategies and supporting their delivery.  
3. Successful track record of working in partnership with the public and private sector and the ability to maintain productive and collaborative working relationships at senior levels.  
4. Experience of successful project management including cross-departmental working and inter agency / organisation working and team management  
5. Significant experience of performance management and achieving effective outcomes.  
6. Experience of working to strict deadlines and managing workloads in a demanding and intense environment.  
7. Strong knowledge and understanding of local and national policy developments in relation to the economic growth agenda, LEPs and Combined Authorities.  
8. Experience of managing staff, informational and financial systems and governance and procurement processes | AF/I    |
<table>
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<tr>
<th>Skills and Ability</th>
<th>9. Knowledge and experience of external grant funding regimes, analysing and shaping third party funding programmes, and bidding for/securing funding.</th>
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<td>e.g. written communication skills, dealing with the public etc.</td>
<td>1. Strong leadership, influencing and negotiating skills including with senior politicians, business leaders and officers.</td>
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<td>2. Ability to operate in a creative way and think laterally, to identify problems and find workable solutions</td>
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<td>3. Ability to work with partial information and guidance and to show initiative and be decisive</td>
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<td>4. Ability to analyse and interpret complex and varied data to prepare clear and concise reports, briefings and presentations for a variety of audiences.</td>
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<td>5. Ability to manage, co-ordinate and process complex and competing workloads to tight deadlines.</td>
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<td>6. Strong interpersonal and communication skills, both verbally and in written form.</td>
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<td>7. Ability to professionally represent the GBSLEP at external meetings / events</td>
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<td>8. Ability to manage within pre-determined budgets and manage and deploy funding streams in accordance with contractual requirements.</td>
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<td>9. Ability to manage staff and monitor / develop performance</td>
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<td>Training</td>
<td>Demonstrate a commitment to and record of continuous professional development.</td>
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All staff are expected to **understand** and be **committed** to Equal Opportunities in employment and service delivery.