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| **JOB TITLE** | Head of Economic Development | **DIRECTORATE** | Regeneration, Economy & Growth | |
| **SERVICE** | Economic Development | **GRADE** | Head of Service Band 2 | |
| **REPORTING TO** | Corporate Director, Regeneration, Economy & Growth | | | |
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| **PURPOSE OF JOB** | To lead the management and development of an innovative, driven, modern and strategic service ensuring the delivery of the Councils economic development services for strategy, business support, inward investment, development planning and skills. Supporting the Corporate Director of Regeneration Economy and Growth to enable growth, social value, and inclusion. | | | |
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| **JOB OUTLINE/KEY RESULT AREAS** | | | |  |
| **Generic Key Result Areas**   * Contribute to the strategic development and delivery of the Regeneration, Economic and Growth Service to meet the Council’s policy and planning requirements. * Lead and manage all employees, relevant budgets, and service performance in accordance with council procedures and objectives. * Contribute to and manage the development and implementation of the service and council wide initiatives to deliver improvements across the council. * Manage relationships with internal and external partners to support the delivery of efficient and effective services. * Lead strategy, planning and improvements across the services in scope, participating in partnership arrangements as appropriate. * Operate effectively and contribute positively as part of the Extended Management Team of the Council and Senior Leadership Team of the directorate. * Lead teams to display the Council’s Values & Behaviours, * Ensure the principles of equality, diversity and inclusion in addition to the Council’s other corporate values and priorities are embraced and underpin all work for employees and service users. * Provide clear and visible leadership, promoting health, safety and wellbeing of the teams in scope and providing a positive working environment and culture * At all times demonstrate personal commitment to the core values of the Council   **Role Specific Key Result Areas**   * Lead on the development and delivery of the Council’s Inclusive Economic Strategy * Ensure that Business Durham, the Council’s comprehensive business support service, makes a significant and positive contribution to the delivery of the Inclusive Economic Growth Strategy including managing its property portfolio, general and targeted business engagement and support plans, offering financial products to business key account management and securing inward investment * Lead on the council contribution to regional policy and funding. * Maximise income from external funding programmes and secure new investment through government funding. * Lead on business case development for major schemes programmes * Ensure a labour market which meets the needs of local businesses and support the lifetime opportunities of the County’s residents. * Lead on the Council’s skills support programmes and strategy including working closely with skills agencies and providers * Work closely across the directorate to support a joined up inclusive economic growth through   + culture led regeneration and programmes,   + town centre redevelopment   + the delivery of strategic employment sites   + improving digital and physical connectivity   + delivery of attractive and accessible housing      * Lead on Community Economic Development including town centre sustainability and growth * Ensure that economic strategies and interventions are supported by robust data and policy analysis and research * Supporting the council’s key role in leading a local and regional response to social and economic recovery from the impacts of the Covid-19 pandemic * Supporting the continued exploration and examining the economic, political and social value of progressing a devolution ambition for Durham and maximising local and regional opportunities; * Oversee the corporate delivery of the County devolution deal and ensure ongoing and effective monitoring as required * supporting service reshaping and redesign, providing strategic independence in defining lean and sustainable structures in identified service areas for future state delivery. * To work collaboratively with the REG Management team to ensure that cross-cutting agendas across the directorate are delivered | | | |  |

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| **QUALIFICATIONS, SKILLS, KNOWLEDGE AND EXPERIENCE REQUIRED FOR POST** | **SERVICE AREA/TECHNICAL COMPETENCIES REQUIRED** |
| **Education & Qualifications**   * Relevant professional qualification at degree level or equivalent   **Skills**   * Project and change management * Leadership, delegation and team building * High level problem solving, financial control and organisation * Significant political and cultural awareness * Ability to assemble and comprehend complex information and present to a range of technical and non-technical audiences in an appropriate format * Ability to work effectively in a political environment * Ability to motivate and inspire employees within the service area     **Knowledge**   * Durham CC strategic direction, priorities and specific issues relating to the area * Local government and planning regulatory framework * Knowledge of local authority legislation, committees and procedures * National economic and Levelling up strategies * Education and skills infrastructure   **Experience**   * Managing delivery of a range of economic development functions * Senior management and budgetary experience, including resolution of conflicting priorities, formulating budgets and delivery of effective performance management framework * Managing and implementing service improvements * Assessment and management of property performance * Effective working with elected Members * Experience of internal and external partnership working. | **Leadership**   * Analytical thinking – the mental processes of analysis and evaluation * Strategic thinking – balancing today’s expectations and requirements with the future opportunities, issues and concerns that may affect business results tomorrow * Management style that inspires and motivates individuals and teams * Developing others – to coach or mentor others to achieve their best * Business acumen – the ability to make good business judgements and decisions   **Service/Technical**   * Knowledge of relevant legislation, statutory frameworks, good practice and government policy initiatives * Major scheme delivery * Business case development under treasury green book * Strategy and policy development and data collection and analysis |