

## **Job Description – Economic Growth Manager**

**Responsible to: Director, Development and Economic Growth**

**Responsible for: Operational lead for the management of staff, finance and performance for Economic Growth**

**Overall Purpose:** To be the authority's lead professional for the service functions within the Economic Growth team. To be responsible for the prioritisation and delivery of strategic and operational delivery in the growth areas in the Borough.

### **1. Technical Specialism**

- To lead and manage the Economic Growth service area
- To deliver the Economic Growth Strategy's Action Plan and review and refresh to keep it up to date with stretching targets and outcomes
- To keep up to date on national and regional policy and strategies for economic growth and ensure that EMT and elected members are briefed accordingly
- To manage funding channels and seek opportunities and ensure that the Council submits high quality bids (where appropriate)
- To unlock development across all allocated employment sites and identify new growth opportunities
- To take the lead in the delivery of regeneration projects and Town Centre masterplans, securing funding packages and working with the Senior Leadership Team, elected members and external partners to deliver clear outputs and outcomes
- To take the lead in delivering a cross-party Strategic Growth Board and its Community Development subgroups, working with partners, developers and other parties; to service these groups and support shaping and delivering their work plans
- To be the Council's Economic Growth and Tourism lead with the East Midlands Combined County Authority in promoting the local area, linking into their strategies and securing funding opportunities
- Taking a lead role in the East Midlands Freeport and former Power Station in promoting green technology, clean energy, advanced manufacturing and highly skilled employment
- To lead on local tourism, with a focus on sport tourism working with communities, businesses, sports clubs and partners to promote tourism and economic benefits

- To be the lead in collaborating with partners and other local authorities to drive economic growth locally
- To work closely with Planning in delivering high quality places and communities
- Delivering a skills programme, connecting with universities, colleges and employers
- To support business growth and to lead on hosting business support programme, workshops, conferences for SMEs, “big business” and high streets
- To lead on a marketing strategy for inward investment into the Council’s area. To secure positive outcomes for the employment land allocation
- To further develop employment opportunities for additional apprentices. In addition to work with Planning on ensuring that employment outputs are included in large planning applications
- To support cultural and organisational change and ensure commitment to continuous improvement, innovation and value for money.

## **2. Principal Operational Management Responsibilities – Team Management**

### **2a. People**

- To create an environment for people to perform and identify talent and high performers through appraisal, as well as to support and encourage their development for future roles
- Ensure that all HR policies are applied fairly and consistently within the service
- To set professional standards, ensuring they are met and improving individual performance, and to challenge unacceptable performance and behaviour on a consistent basis
- Engage effectively with customers (internal and external) and ensure they are treated fairly and with respect

### **2b. Performance, Quality and Service Improvement**

- To contribute to service planning for the team, in conjunction with the team and the Director

- To monitor performance on a regular basis and discuss issues relating to non-achievement of milestones and targets with the Director
- Responsible for monitoring and controlling service performance on a regular basis to ensure that key milestones and targets are meeting the requirements of the Service Plan. Raise any variance and proposed corrective action with the Director
- To explore options, recommend and implement systems and processes that are innovative and will continually improve performance

## **2c. Finance**

- Responsible for monitoring and controlling the budget on a regular basis to ensure that budget expenditure and income is in accordance with projections. Raise any variance and proposed corrective action with the Director
- Identify and bid for additional funding opportunities as appropriate to enhance service provision for the benefit of customers

## **3. Principal Operational Management Responsibilities – Corporate**

### **3a Collaborative working**

- Build constructive relationships with elected members, partners, stakeholders, other public bodies, business, developers and colleagues across all service areas
- Ensure that information, feedback, customer comments/concerns are shared with appropriate people for action to be taken
- Protect and enhance the reputation of the Council and its partners and provides support as required to the Director and Communications Team on media matters relating to the service.
- Ensure that Corporate Health and Safety policy and procedure is adhered to and create/maintain a safety culture within the team.

### **3b Corporate Projects**

- Participate in corporate projects and tasks as required, in support of Council objectives and the post holder's own personal development

**4. Other**

- The post holder will be expected to perform other duties that are within the scope of this job description. The job description will be subject to variation to meet service needs and changes will be applied following consultation with the post holder