



## Job description

Post Title	Assistant Director - Growth and Enterprise
Grade	Chief Officer Band B
Directorate	Growth, Enterprise and Environment

### Reporting line:



### Job Purpose:

Provide strong strategic guidance and leadership to the Council's Growth, Enterprise and Environment directorate focussing on maintaining excellence in all services related to economic growth. This post will lead on the management and development of all economic development policy, initiatives and services to improve the business environment and economic prosperity of the borough and its residents whilst at the same time contributing to the wider directorate and Council priorities.

### Relationships:

**Accountable to:** Corporate Director: Growth, Enterprise and Environment

**Accountable for:** All Heads of Service and staff within the growth part of the directorate. This includes but is not exclusive: Planning, Building Control, Place Investment, Business, Employment and Skills, Adult Education and Strategic Transport Services.

**General Contacts:** Engage with elected members, colleagues, internal and external stakeholders, businesses, intermediaries, relevant personnel within partnering organisations, community groups. Develop, manage and broker relationships at a senior level with key local, regional, national and international businesses as well as stakeholders representing the Council, and ensure that the Borough's strategies and policies are taken into account and delivered as appropriate.



## Key duties and responsibilities

- 1.** Provide effective management and leadership to all services, disciplines and staff within the responsibility of the Assistant Director. Fostering a corporate culture that promotes high quality performance management, integrity, and a positive and supportive work climate.
- 2.** Participate in all directorate key priorities offering skills and expertise where appropriate.
- 3.** Develop robust budget management arrangements across all revenue and capital funding streams and implement these across all areas of responsibility. In addition, tightly manage budget pressures and any required budget reductions.
- 4.** Provide effective health and safety, financial and contract management for the area of responsibility, including the maximising of opportunities to create and secure value for money and 'social value' solutions in a changing environment.
- 5.** Strategically lead services and ensure they are reviewed to anticipate the changing environment, any legislative changes and emerging opportunities and innovation and high standards of performance. This must also be done in close collaboration with the relevant Cabinet lead.
- 6.** Strategically lead the statutory planning service and ensure it continues to be delivered in a professional manner in order to sustain the reputation of the Council and deliver appropriate development in the borough. Increase new home completions across all tenures, by encouraging developers to build out sites with planning consent and invest in the creation of new development sites. Linked to this, ensure appropriate wider investment opportunities such as Section 106 and targeted recruitment and training are maximised for the benefit of the borough and its communities.
- 7.** Strategically lead the Building Control service and ensure it continues to be delivered in a professional manner in accordance with statutory requirements and is competitive in the market place maintaining its market share.
- 8.** Strategically lead the business and skills service and ensure it is focused on stimulating and growing the number and types of businesses in the borough; helping local businesses create more job opportunities by providing them with appropriate support, advice and guidance.
- 9.** Maximise the employment levels of working age people in the borough and ensure local people can access relevant skills including higher level skills to support them to access employment opportunities being created in the borough. This will include leading on a range of externally and internally funded employability programmes and the employment hubs
- 10.** Align education and training outcomes to meet local business needs, including supporting businesses to increase the number of apprenticeships.
- 11.** Reduce the number of people not in employment, education or training, by providing appropriate guidance and training to young people.
- 12.** Strategically lead on the account management of investment projects and major schemes and development opportunities.
- 13.** Improve the vibrancy of our town centres, by working in partnership with town centre businesses and property owners to develop and implement town centre masterplans, initially including the Future High Street Fund in Loftus and the Town Deal for Redcar.

- 14.** Attract new industrial and commercial investment to the borough, by promoting the Borough as a great place to live, study, work and invest. This will also involve place marketing and supporting the promotion of the borough.
- 15.** Strategically lead on place investment and growth plan projects in communities across the borough. This involves clear oversight of any capital investment to ensure local priorities are agreed by members and projects to be implemented are clear and professionally project managed from start to finish.
- 16.** Deliver economic development and capital development outcomes for Redcar and Cleveland, seamlessly integrated within the wider Borough development programme. The role also involves working as a key member of the programme management group to oversee the governance of investment projects to ensure an effective business cases process in alignment with the Council's governance framework.
- 17.** Strategically lead on strategic transport activity ensuring it supports the longer term growth of the borough's economy and is also directly aligned to local development opportunities.
- 18.** Ensure sustainable transport opportunities are maximised for the benefit of the borough's residents and their local climate. Provide a strategic lead to transport planning and strategy ensuring the Council's vision is delivered on a local, regional and national level.
- 19.** Secure available resources in support of Redcar and Cleveland's priorities, contributing to the delivery of all regeneration masterplans.
- 20.** To deputise for the Corporate Director as appropriate and support in shaping policy and delivery of activity related to economic growth.
- 21.** To contribute to the management of the directorate by assisting in the development of service plans, performance management, risk registers, audit reviews, projects and services.
- 22.** Preparing strategies and detailed plans to assist the Council meets its aims within its Corporate Plan.
- 23.** To ensure that all statutory responsibilities, contained in all relevant legislation are met, thereby delivering successful outcomes for the benefit of the citizens, elected members and the employees of the Council.
- 24.** Providing advice and information to members, helping to identify and agree priorities, development strategies and implementation plans.
- 25.** Establishing good working relationships with external partners, stakeholders and other agencies.
- 26.** Contribute proactively at sub-regional level particularly with TVCA to shape and influence strategy related to economic growth.
- 27.** Ensuring there is an effective understanding of the delivery of Regeneration Masterplan, regional development, employment and skills throughout the Council.
- 28.** Contributing to the formulation and delivery of Redcar & Cleveland Council's corporate strategy and all other key strategies and policies, to help deliver the Council's aims and key priorities.
- 29.** To be part of the Authority's on call rota.

## General/Corporate Responsibilities:

1. To undertake such duties as may be commensurate with the seniority of the post.
2. To ensure that the Council's corporate health & safety policy is followed and training is undertaken in all pertinent health and safety procedures.
3. To partake in the Council's and directorate's staff training and development policies as well as the Council's system of performance appraisal.
4. To treat all information gathered for the Council and directorate, either electronically or manually, in a confidential manner.
5. All employees are required to demonstrate a commitment when carrying out their duties which promotes and values diversity and the equality of opportunity in relation to employees and service users which is in line with the Council's Equality & Diversity Policy.
6. To be responsible for identifying and managing all risks associated with the job role through effective application of internal controls and risk assessments to support the achievement of corporate and directorate objectives.
7. To ensure the highest standards of customer care are met at all times.
8. To ensure the principles of value for money in service delivery is fundamental in all aspects of involvement with internal and external customers.
9. To ensure that the highest standards of data quality are achieved and maintained for the collection, management and use of data.
10. To positively promote the welfare of children, young people, and vulnerable adults and ensure that it is recognised that Safeguarding is everyone's responsibility; and to engage in appropriate training and development opportunities which enhance an individual's knowledge and skill in responding to children, young people and vulnerable adults who may be in need of safeguarding.

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**Last Updated: December 2019**



## Person Specification

JOB TITLE	GRADE	DIRECTORATE
Assistant Director - Growth and Enterprise	Chief Officer Band B	Growth, Enterprise and Environment

### NOTE TO APPLICANTS

Whilst all points on the specification are important, those listed in the essential column are the key requirements. You should pay particular attention to those points and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.

CRITERIA	NECESSARY REQUIREMENTS		* M.O.A.
	Essential	Desirable	
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Recent and extensive experience of operating at a senior management level within an organisation of comparable scale and complexity and in a service area relevant to the post.</li> <li>Significant experience of successfully developing, leading and implementing regeneration and economic development programmes and projects, policies, strategies and objectives in support of corporate plans.</li> <li>In depth knowledge of economic development and capital projects.</li> <li>Significant experience in the delivery of complex development programmes and associated capital and revenue expenditure.</li> <li>A track record of achievement in the management and leadership of professional employees through effective performance management systems.</li> <li>Experience of working with external partners and stakeholders and developing effective relationships.</li> <li>Experience of successfully leading major organisational change across operational boundaries with service improvement being the outcome.</li> <li>Experience of working constructively with trade unions on complex change issues.</li> <li>Demonstrable success in enhancing organisational reputation.</li> <li>Demonstrable experience of successful people management in a large organisation.</li> <li>Demonstrable experience of successful financial management in a large organisation</li> </ul>	<ul style="list-style-type: none"> <li>Experience at Assistant/ Deputy Director or Head of Service level</li> <li>Experience of developing effective and productive links with Elected Members / politicians and working in a political environment</li> </ul>	A, I

<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>• Demonstrate a detailed understanding of national guidance on regeneration policies and legislation</li> <li>• Demonstrable knowledge of the statutory, regulatory, strategic and key operational issues relevant to the specific post</li> <li>• The skills and competence to provide leadership to empower, enable, develop and motivate the workforce.</li> <li>• Ability to personally lead organisational change and develop a can-do culture.</li> <li>• Ability to identify the main issues affecting the Council and ensure that Members and Directors are kept informed and updated</li> <li>• An ability to encourage innovative solutions, balanced against commercial and financial awareness.</li> <li>• Ability to initiate and implement effective strategies designed to achieve success and meet the Council's objectives.</li> <li>• Ability to propose options for consideration by Members, make informed decisions and ensure delivery of outcomes.</li> <li>• Strong communicating, influencing and negotiating skills</li> </ul>	<ul style="list-style-type: none"> <li>• Working knowledge of statutory duties for local government service.</li> </ul>	A, I, P
<b>EDUCATION/ QUALIFICATIONS/ KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Education to degree level or equivalent</li> <li>• A professional qualification in a relevant discipline.</li> <li>• Evidence of Continuing Professional Development.</li> </ul>		A, I, C
<b>OTHER REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>• Exhibits a corporate and enabling approach to economic growth which supports the Council in the achievement of its priorities.</li> <li>• Flexible approach to work by responding to the needs of the services including at time requirements to work beyond normal working hours.</li> <li>• Highly motivated, flexible approach</li> <li>• Evidence of own personal development</li> <li>• Strong team player, committed to an ethos of continuous improvement.</li> <li>• Ability to manage workload and time well.</li> <li>• A good working knowledge of current inspection and assessment frameworks</li> </ul>		A, I, C
<b>COMMITMENT TO EQUAL OPPORTUNITIES</b>	<ul style="list-style-type: none"> <li>• Commitment to equal opportunities</li> <li>• Knowledge of equality and diversity in terms of best practice and current trends in legislation</li> </ul>		A, I
<b>COMMITMENT TO SERVICE DELIVERY/ CUSTOMER CARE</b>	<ul style="list-style-type: none"> <li>• Evidence of providing customer focused services and the ability to recognise the needs of different service users.</li> <li>• Provide evidence of linking day to day duties to performance management framework.</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of surpassing customer expectations or service targets / goals</li> </ul>	A, I

## METHOD OF ASSESSMENT: (\*M.O.A.)

A = APPLICATION FORM   C = CERTIFICATE   E = EXERCISE   I = INTERVIEW   P = PRESENTATION  
T = TEST   AC = ASSESSMENT CENTRE   R = REFERENCES