

## **TEES VALLEY COMBINED AUTHORITY**

### **JOB DESCRIPTION**

**POST TITLE:** Group Director for Business & Skills

**ACCOUNTABLE TO:** Chief Executive

#### **JOB PURPOSE**

To improve outcomes for the people of the Tees Valley by leading the Combined Authority's responsibilities for business support, inward investment promotion, and skills development to support economic growth and job creation with the Tees Valley.

#### **DUTIES AND RESPONSIBILITIES**

1. To lead the Tees Valley Combined Authority's engagement with Business including, leading on communication with the Business community, delivering of excellent business support functions, aimed at promoting the growth of indigenous business, and ensuring the Tees Valley is the best place in the UK to start and grow a business.
2. To work alongside the Clean Growth and Innovation Director to lead the Tees Valley Combined Authority's inward investment function, defining and delivering a strategy for targeting and attracting business investment from within the UK and internationally, supporting enquiries and providing the focus for the integration of all services areas including skills, culture and place to provide the best overall service to inward investors. Actively promoting the Tees Valley as an excellent area for business growth.
3. To take the lead the Tees Valley Combined Authority's work on development of education and skills and in particular to provide line management responsibility for the Head of Education Employment and ensure that skills needs are a key part of our inward investment and business development offer.
4. To take the lead relationship with the private sector LEP members to ensure that business is integrated into the wider work of the Tees Valley Combined Authority.
5. To act as an Ambassador for the Tees Valley, promoting the interests of the sub region both nationally and internationally and raising the profile and reputation of the organisation.
6. To be a member of the group directors' team and to deputise for the Chief Executive, as required.
7. To assist and advise the Tees Valley Mayor and other Elected Members of the Board on policy and strategy matters.

8. To develop positive business relationships and close working with a range of key stakeholders to develop investment and business opportunities for organisations/employers to establish businesses in the Tees Valley region.
9. To prepare business cases for investment of national and devolved resources as required.
10. To manage the effective deployment of employee and financial resources, as allocated, ensuring efficient and effective operation of services managed in accordance with policies, practices and procedures.
11. To adhere to all policies, practices and procedures with regard to financial management, legal matters including procurement and those associated with the workforce including Health and safety promoting employee engagement and ensuring good practice is in place.
12. The duties and responsibilities in this job description are not exhaustive and the jobholder may be required to undertake other duties within the general scope of either the level or nature of the post.