

Leader and Manager

Job Description (T1-4)

Job Title	Economy & Skills - Strategy & Commissioning Manager
Salary	£71,808 - £79,364 (HAY T3B)
Benefits	Agile working, leave, pension, inclusive culture, generous holiday
Directorate	Communities
Team	Economy and Skills
Accountable to	Assistant Director - Communities
Hours	37, agile working
Location	Home, Warwick and locations across Warwickshire
Accountable for:	
<ul style="list-style-type: none"> • Team Responsibility (WTE) 	30
<ul style="list-style-type: none"> • Annual Budget 	£3.5m gross expenditure and £2.6m income and Capital programme of up to £5m
Politically restricted role	Yes
JEID (Job Identifier number)	Z202

Key responsibilities (including technical responsibilities and key stake holders/customers)

You will be responsible for driving forward our economic growth agenda ensuring that development, investment, and job creation opportunities are maximised within the County.

Leading on developing and implementing our strategic plan for economic growth, with a key focus on growing our key priority sectors and building on the unique strengths of the county as a globally leading location for automotive technology, and a leader in CreaTech (including the largest cluster of video game companies outside of London).

Developing and managing business support programmes that drive economic recovery and growth, and leading delivery of grant schemes and budgets, including the Warwickshire Recovery Investment Fund (WRIF) which aims to distribute £140 million to existing and new businesses in the next 4 years. Leading on the sourcing and deployment of funding and grants available and maximising the impact of funding with local businesses

Work with business, schools, colleges and training providers to develop skills-centred initiatives along with careers and employment activities.

Managing the council's business centres which provide serviced offices, conferencing facilities and light industrial and warehouse space.

Developing and building strong working relationships with key partners and stakeholders, both internally across the council and in the public and private sector; representing the County Council across a range of meetings and forums.

Striving to ensuring Warwickshire has got a sustainable future, which includes the climate change emergency and helping businesses to become greener.

Using research, data, analysis and expertise to inform and develop future strategies and put Warwickshire at the forefront of economic development.

Person Specification

What we are looking for

Technical Competencies and Professional Expertise that are essential

A strong understanding of the private sector and the key drivers facing the business community.

The ability to think and act commercially with a strong analytical mind and be confident in handling and using data to shape and inform policy and strategy work.

The ability to build strong, effective partnerships across the private and public sector and be able to effectively represent Warwickshire County Council (and the Warwickshire economy) in a range of settings

Excellent leaderships skills to lead a multi-disciplinary team across a number of Warwickshire locations.

Experience of leading on multi-disciplinary projects

Financial management, experience of managing and allocating budgets and grants.

Our Values and Behaviours

We want to support our workforce to be best they can be. Our Behaviours and values provide a framework for our culture and give reflect the standards we expect from all our people. We are committed to creating a working environment of equality, respect and inclusion where everyone can thrive and contribute to our community. Working with us gives you the opportunity to make a real difference to the lives of the people of Warwickshire.

Our Values and Behaviours – The Warwickshire DNA



High performing



Collaborative



Customer focused



Accountable



Trustworthy



do what we say



move with purpose and energy



focus on solutions



help people and communities to find their own solutions



build strong working relationships



be the best we can be

Our Competencies

Our competencies and behavioural indicators (defined within each core competency) describe the behaviours, actions and activities which we believe are associated with effective performance and job success. These will be considered, along with the behaviours and values, in our application and assessment process.

Generic Competency	Indicators
<p>Driving organisational performance through change</p>	<p>Recognises the need for change, interprets it and initiates change by setting the agenda. Translates the requirement for change into clear objectives, effective plans and systems.</p> <p>Uses change management processes effectively, mobilises the team and builds support and commitment to the delivery of change through their leadership style.</p> <p>Communicates consistently the need for change and engages others to respond effectively and work collaboratively to implement change programmes and achieve real change.</p> <p>Ensures the right provider is commissioned to achieve WCC objectives through a mixed economy of internal and external suppliers. Assesses the most suitable means of delivering the commissioning intentions.</p>

	<p>Monitors progress on the delivery of change projects, ensuring results are aligned and delivered to meet corporate requirements. Undertakes periodic reviews of commissioning intentions, outcomes and business measures to identify areas for improvement.</p> <p>Regularly reviews procedures, processes and systems and identifies ways to improve them in order to deliver WCC objectives with more streamlined resources.</p>
Generic Competency	Indicators
Organisational & People Leadership	<p>Uses understanding of the external and internal context together with WCC's strategy and partnership arrangements to deliver service outcomes.</p> <p>Recognises how political changes and sensitivities impact on own and team's work.</p> <p>Monitors and reviews the changing needs of customers, anticipates the resulting changes and the impact on own and team's work.</p> <p>Works with key stakeholders and partners to develop a clear and agreed view of WCC service requirements and target outcomes. Monitors and evaluates supplier performance and works to make recommendations for continuous improvement.</p> <p>Ensures effective quality assurance, performance management and use of data and quality to maximise performance of the service.</p> <p>Role models WCC leadership behaviours, and inspires staff and partners to engage fully with the vision and direction of WCC.</p> <p>Promotes and facilitates an environment of common focus and action, collaboration and personal development.</p>
Generic Competency	Indicators
Strategic thinking & planning	<p>Reviews external developments together with the organisation's strategic plans to identify trends, opportunities, risks and benefits which affect the work of their team.</p> <p>Remains up to date with political, economic, environmental, technological, operational and social developments that have an impact.</p>

	<p>Develops insight into the issues facing WCC and uses these to contribute to the functional agenda and purpose in delivering services to meet stakeholder requirements.</p> <p>Develops and uses insights to create prioritised plans to enable the achievement of the organisation's commissioning and delivery goals.</p> <p>Anticipates and responds to organisational issues and challenges by balancing a range of operational interventions and solutions.</p> <p>Ensures all their activities are focussed, co-ordinated and prioritised on delivering greatest value for the organisation.</p>
Generic Competency	Indicators
Performance & standards	<p>Sets the delivery framework and ensures contractual, service, quality and performance measures are met.</p> <p>Measures performance, challenges inefficient processes and practices, and initiates improvement.</p> <p>Develops and reviews policies, procedures and processes, identifying and implementing improvements to achieve the service objectives.</p> <p>Develops effective approaches to programme development and implementation, taking into account conflicting demands and anticipates problems and opportunities.</p> <p>Evaluates results and assesses the effectiveness of processes and systems with a view to identifying learning and improvements.</p> <p>Expects and supports high standards of performance through clear purpose and accountability and challenges poor performance.</p>
Generic Competency	Indicators
Relationship management	<p>Takes steps to understand and consider the diverse opinions of stakeholders ahead of providing advice or decision making.</p> <p>Develops deep insight into own style and impact and is adept at reading and influencing a variety of people.</p> <p>Builds shared ownership and increased commitment by giving responsibility and recognition to colleagues and team members.</p> <p>Builds and maintains effective relationships with key stakeholder groups.</p>

	<p>Builds strong relationships based on credibility and trust with the internal or external customer and the wider organisation.</p> <p>Engages and empowers others to work collaboratively across all functional boundaries and with stakeholders.</p>
Generic Competency	Indicators
Personal Management	<p>Works with people involved or affected by a situation to develop options and shared solutions.</p> <p>Flexible and willing to change mind in light of new information. Accepts feedback and responds in a thoughtful and considered way.</p> <p>Delivers personally and through others across projects by setting clear goals and targets, monitoring progress and holding people to account.</p> <p>Pursues and adopts a continuous learning and professional development approach, showing interest in new ideas and opportunities to build on success.</p>