

Job description and specification

Job Title: Head of Economic Development

Service: Growth and Enterprise – Place

Grade: SMG3

Reports to: Director of Growth and Enterprise

Location: Sandbach

Your job

Responsible for the delivery of development projects in the borough including the delivery of major housing and employment sites and the delivery of strategies to enhance the major towns in the Borough, and to promote economic development and investment to enable Business Growth.

The role will also be responsible for developing and delivery a strategy which maximises the financial returns the council makes from its assets whilst at the same time supporting the strategic objectives of the Council

In this job you will

- Ensure effective programme management and governance arrangements are embedded for the delivery of major development programmes/projects allocated to the service by the Executive Director of Place.
- Develop and deliver effective strategies and plans that support the regeneration, growth and development of all of the whole Borough.
- Manage the delivery of the Council's Economic Strategy, through innovation and major economic growth initiatives; business engagement; and creating investment and business growth opportunities;
- Responsible for the commissioning and contract management of all professional services required to enable the successful delivery of the major programmes allocated to the service in compliance with the council's rules and procedures.
- Ensure that all projects and programmes are delivered in line with the statutory requirements of the council and in line with the council's rules and procedures.
- Ensure that the acquisition and disposal of land and property assets is done in accordance with the council's rules and procedures.
- Develop and deliver an effective development strategy for the council's assets which delivers the optimum level of revenue and capital return for the council.
- Support the promotion of Digital, Technology, and Energy strategies across Cheshire East and

the wider sub region;

- Ensure that effective communication, consultation and engagement arrangements are embedded in to the delivery of projects and services provided by the service.
- Ensure that effective performance management arrangements are embedded throughout the service.
- Provide appropriate, timely and impartial advice to senior officers and members of the council in relation to the delivery of projects and programmes allocated to the service

From time to time you may be asked to undertake work as may be determined by the Executive Director of Corporate Services. This will be up to or at a level that is consistent with your job role. This supports our joint commitment in our employee deal to work together as one team and one council to deliver the best service for our customers and communities.

In this job you will need

You must be able to demonstrate the following essential requirements:

Qualifications

- The post-holder should have a relevant degree level or equivalent qualification;
- Membership of a relevant professional body;
- Evidence of further relevant management training would be an advantage;

Experience

- A demonstrable track record of delivery across the areas of responsibility outlined;
- Strong experience of the delivery of complex major development projects e.g. the delivery of major housing sites; town centre or area regeneration.
- Evidence of commercial acumen in delivering major development projects within the public or private sectors;
- Experience in promoting and creating business growth and inward investment.
- Evidence of managing teams, finance and resources in a strategic context;
- Evidence of operating in organisations with a strong customer services ethos and a strong commissioning culture;
- Demonstrable ability as a forward thinker, able to conceive, develop and implement new initiatives, gaining the engagement of staff and delivering a performance culture achieving successful management of change and improvement;
- Experience of developing and maintaining successful commercial and partnership relationships with business partners;
- Ability to lead, motivate, inspire and empower staff;

Knowledge

- A keen understanding of both the commercial and public policy context within which the post operates;
- A sound understanding of the commercial, residential and public services related property

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market, national and regional conditions, trends and policy developments;

- A firm understanding of the data management systems and processes that underpin sound analysis in terms of assessment of markets, values and commercial decision making;
- A thorough understanding of the political and professional context evidenced by significant contribution to professional networks at regional and national level;
- An understanding of local government finance and funding streams and the context and opportunities these create for development projects in the public sector;

Skills and Personal Qualities

- Strategic thinker with a propensity to operate across professional disciplines and cultures;
- Strong and effective leadership skills, able to command respect from fellow professionals;
- Ability to manage political and professional relationships, across diverse policy areas and professional contexts as well as across public, business and voluntary sector perspectives;
- Ability to master complex issues and work effectively under pressure;
- Excellence in presentation, communication and media skills;
- High level of interpersonal skills;
- High degree of political awareness and sensitivity.

Our culture

For us, it is not just about our achievements as an organisation, but about how we do it. At Cheshire East Council we are working for a brighter future together –

- **We have a shared purpose**
- **We are supported and well led**
- **We are treated fairly and highly valued**
- **We succeed together**

This is all underpinned in our employee deal and everyone is expected to uphold their commitments by living by our values and demonstrating our behaviours.

Our values

Flexibility: adaptable, open to learning and resilient

Innovation: creative, challenges convention and always looks to improve

Responsibility: delivers on promises, efficient and has integrity

Service: listens, delivers quality, is reliable and enables others

Teamwork: respectful, inclusive and contributes at all levels

Our COMMITMENT

Shared purpose

- Provide a safe and positive working environment
- Setting clear performance objectives with realistic timescales for delivery
- Having fair and efficient policies and procedures in place and applying them consistently
- Listen, respond and act appropriately when you tell us about something that is inappropriate or wrong

Well led

- Provide honest, respectful and responsible leadership
- Be fair, consistent and timely in our decision making
- Work with you, enabling you to do your best work every day with the right resources, tools and technology

Valued people

- Have regular, useful team meetings, keep you informed and provide an opportunity for everyone to share their views
- Treat you as individuals, be respectful, flexible and supportive
- Care for your health and well-being
- Provide you with regular, meaningful and constructive feedback on your performance through one-to-ones and performance review meetings

Succeeding together

- Offer you opportunities for learning and developing
- Recognise and value your hard work and contribution
- Work together as one team and one council to deliver the best service for our customers and communities

Your COMMITMENT

Shared purpose

- Bring a positive and can do attitude into work
- Be proactive and always responsive to our customers and communities
- Work responsibly and ask for help if you need it
- Tell us if you see or experience anything that is inappropriate or wrong

Well led

- Be honest and reliable
- Get involved, keep informed, make suggestions and share your ideas
- Embrace technology and new ways of working

Valued people

- Participate fully and make helpful contributions to team meetings
- Be respectful of others and work flexibly and collaboratively with colleagues and partners
- Care for your health and well-being enabling you to maximise your attendance at work
- Value helpful constructive feedback and act upon it

Succeeding together

- Take the opportunity to learn and develop
- Be supportive and appreciate others
- Work together as one team and one council to deliver the best service for our customers and communities

Working for a brighter future together

