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| **Profile Title:** | Economic Policy and Delivery Officers |  | | | | | |
| **Reports to:** | Head of Skills and Employment |
| **Employee Supervision:** | Variable – up to 2 officers | **Grade:** | 10 | **Profile Ref:** | 92075 | | |
| **Purpose of the Post** | | | | | | | |
| **The SCR Growth Plan identifies the actions required to increase GVA and grow jobs within the Sheffield City Region, across the breadth of the Economic Plan – covering Business, Skills and Infrastructure. This role will support the development of SCR evidence based policy development and advice in conjunction with the public and private sectors. This includes development of the SEP business plan to ensure all SEP investments, within remit, are developed, delivered and implemented in line with the approved plan.**  **This post will hold and manage budgets relating to the workstream and will be responsible for any procurement and commissioning required as part of the work stream. This post may have line management responsibilities.** | | | | | | | |
| **Responsibilities** | | | | | | | |
| * Developing a business plan / forward plan of work to deliver on the aspect of the agenda the holder is designated as lead for, and then implementing that plan; | | | | | | | |
| * Undertaking analysis on policy and economic issues applying appropriate techniques to reach objective recommendations; | | | | | | | |
| * Preparing data, reports and papers as appropriate and to a high standard, suitable for wider audiences; | | | | | | | |
| * Affect and maintain changes to the economic development landscape by (a) delivering well-defined, time limited projects with clear measurable objectives (b) delivering ongoing products or services where there is a clear rationale for doing so. | | | | | | | |
| * Ensuring that work is undertaken in collaboration with SCR authority and wider partners (as appropriate) with the aim of achieving consensus working and maintaining good relations with LEP members and funding partners. | | | | | | | |
| * To contribute to the work of the SCR in a way that ensures that appropriate Corporate, Management Team and Sectional targets are achieved | | | | | | | |
| * Oversee and ensure that financial management systems that ensure the highest standards of probity and integrity are maintained throughout the organisation, reporting to the Board, funding partners and auditors on a regular basis. | | | | | | | |
| * Liaising, negotiate and collaborate with internal and external stakeholder including with Whitehall officials and other city regions as appropriate | | | | | | | |
| * Facilitating the sub-board structure of the SCR LEP and Combined Authority, preparing papers, agendas and minutes. Liaising with the appointed lead Leader, CEX and LEP Board member. | | | | | | | |
| * Responsibility for the management of a budget. | | | | | | | |
| * Undertake any other duties commensurate with the role as requested by management. | | | | | | | |
| **Education and Training** | | | | | | **Measure** | **Rank** |
| * A degree in a relevant subject * Recognised project management qualification * Evidence of recent continuous professional development | | | | | | A/C  A/C  A/C | E  E  D |
| **Relevant Experience** | | | | | | **Measure** | **Rank** |
| * Experience of economic development or other policy development work - working in one or more of the SEP economic areas – business, infrastructure or skills. | | | | | | A/I | E |
| * Experience of working at a high level – to senior business leaders and / or senior executives, elected members and other politicians. | | | | | | A/I | E |
| * Experience of providing specialist advice and guidance to managers at all levels of seniority, external agencies and other forums on a regular basis. | | | | | | A/I | D |
| * A track record of delivering challenging / multi-dimensional projects, services or initiatives to a high level of quality, ensuring continuous improvements and value for money and ensuring projects deliver the full range of outcomes. | | | | | | A/I | E |
| * Experience reviewing risk plans, value management and cost control. | | | | | | A/I | E |
| * Extensive experience of leading and working with multi-disciplinary teams. | | | | | | A/I | E |
| * Experience of working with and influencing central government in pursuit of local objectives | | | | | | A/I | E |
| * Experience of working with partners to deliver common objectives | | | | | | A/I | E |
| * Experience of working professionally to maintain relationships with challenging individuals | | | | | | A/I | E |
| * Experience of presenting material to external stakeholders. | | | | | | A/I | E |
| **General and Special Knowledge** | | | | | | **Measure** | **Rank** |
| * Detailed knowledge of one or more economic development areas to a high level of proficiency.   nowledge of the Green Book, and other relevant investment evaluation tools, such as WebTAG, economic evaluation and cost benefit analysis. | | | | | | A/I | E |
| * Knowledge of programme management techniques. | | | | | | A/I | D |
| **Skills and Abilities** | | | | | | **Measure** | **Rank** |
| * Excellent verbal, presentation and written communications skills – in particular the development and articulation of concise clear reasoning and recommendations. | | | | | | A/I | E |
| * Excellent negotiation and interpersonal skills with the ability to deal with a variety of internal and external stakeholders. Particularly the ability to cut through complexity to give advice to decision makers. | | | | | | A/I | E |
| * Ability to define a clear scope of work for external providers and manage numerous commissions in tandem. | | | | | | A/I | E |
| * To facilitate partnerships in reaching agreement on contentious issues and reduce discord through proactive management and brokering. | | | | | | A/I | E |
| * Strong organisation and time management skills with the ability to work under pressure, being self-motivated and able to use own initiative under minimal supervision. | | | | | | A/I | E |
| * Financial and commercial awareness. | | | | | | A/I | E |
| * A positive influencer, able to motivate others, facing challenges. | | | | | | A/I | E |
| * Ability to work within a dynamic and changing environment, leading others through changing established ways of operating. | | | | | | A/I | E |
| * Ability to quickly pick up new areas of work to make a positive impact | | | | | | A/I | E |
| * **Additional Requirements** | | | | | | **Measure** | **Rank** |
| * Willing to work flexibly in accordance with policies and procedures to meet the operational needs of the Executive Team. | | | | | | A/I | E |
| * Willing to undertake training and continuous professional development in connection with the post. | | | | | | A/I | E |
| * Work in accordance with the values and behaviours of both the LEP and the SCR Combined Authority. | | | | | | I | E |
| * Able to undertake any travel in connection with the post. | | | | | | A/I | E |