

Department:	Chief Executive's
Job Title:	Growth Manager
Grade:	Career Grade: 14/15 (subject to evaluation)
Post Number:	
Service/Section:	Growth Unit
Base/Location:	County Hall
Responsible To:	Head of Growth and Major Programmes
Responsible For:	Finance Analyst S106 Officer Clean Growth Officer Growth Officer
Key Relationships/ Liaison with:	Corporate and Departmental Management teams, internal colleagues (particularly Economic Growth, Strategic Property Services, Planning, Highways, Environmental Management and School Place Planning), delivery partners, (developers, contractors and consultants) and other public sector organisations, (including Leicester City Council and district councils).

Job Purpose (Grade 14)
The role of the Council's new Growth Unit is to manage delivery issues and risks associated with Strategic Development Areas (SDA) and Sustainable Urban Extensions (SUE) across Leicestershire.

Main Duties and Responsibilities - Corporate	
1.	Play leading role in/ support organisational culture change by driving innovation, service transformation and continuous improvement.
2.	Provide oversight in/ support implementation of the Strategic Outcomes ensuring synergy with Growth Unit aims and objectives.
3.	Ensure that Equality, Diversity and Human Rights considerations are an integral part of all policy development, service delivery and growth activity.
4.	Develop familiarity with the Council's ' <i>Environmental Strategy 2018-2030</i> ' ensuring policy and service delivery demonstrate a clear commitment to reducing environmental impact.
5.	Identify and develop new commercial opportunities to generate income and manage costs effectively.
6.	Responsible for protecting and managing information securely, and reporting breaches or suspected information security breaches, in line with Council policies.

Main Duties and Responsibilities - Specific	
7.	Promote Growth Unit objectives and identify and engage key personnel across multiple departments, co-ordinating developer schemes
8.	Manage a portfolio of highly sensitive and complex 'Priority Development Sites' located throughout the county, acting as a key knowledge holder, delivering against tight deadlines and monitoring the Council's financial and other risks, ensuring that they remain tightly managed
9.	Lead engagement with Chief Officers and senior managers across the Council to take forward the Council's growth agenda and work closely with district councils to support and facilitate the deliverability of local plans exploring the potential for cost sharing arrangements that secure and accelerate housing delivery commitments and maximise developer contributions for infrastructure and council services.
10.	Lead the development of effective partnership relations with leaders and senior managers in the development sector as well as other public sector bodies. This will require careful management of sensitive points or conflict and the negotiation of innovative solutions acceptable to a wide range of interests.
11.	Manage a multi-functional team, providing direction and leadership to ensure engagement with personal and team goals and responsibilities and delivering focussed support to ensure individual development.
12.	Ensure effective project management techniques are applied including implementation plans, risk controls and performance management arrangements to ensure effective delivery of all project milestones and outputs.
13.	Manage development and submission of bids for housing and infrastructure funding.
14.	Interpret complex information/guidance and prepare reports and presentations and attend/present to internal committees, project boards and external audiences as required.
15.	Work closely with colleagues in framing and specifying County Council S106 requirements, adopting an innovative and environmentally responsible approach and managing timely delivery of payments and commitments.
16.	Provide insight, advice and challenge to colleagues, promoting the role of the Growth Unit and encouraging best practice and innovation in all activities.

GRADE 15

The Job Purpose and Main Duties and Responsibilities at Grade 15 will include all those listed for the Grade 14, but additional duties will include:-

- The allocation to projects and programmes of the highest political sensitivity and presenting the highest degree of complexity
- The allocation of a greater number of projects and programmes
- The identification and assessment of common themes emerging across a

broad range of programmes

- Support to the Head of the Growth Unit in the identification of innovative solutions to address emerging risks across a wide range of programmes
- Lead on the Council's involvement in the East Midlands Development Corporation, and where necessary reporting directly to the Chief Executive and Assistant Chief Executive on this matter
- Lead on the introduction of innovative and best practice methods for development delivery
- Support the Head of the Growth Unit on key negotiations across all growth projects
- Support the Head of the Growth Unit on Unit structure and recruitment matters
- Deputise for the Head of the Growth Unit where necessary

Special Factors

- The nature of the work may involve the jobholder carrying out work outside of normal working hours.
- As this job is grade 13 or above, it is responsible for all elements of risk management within its area of control.

This job description sets out the duties and responsibilities of the job at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the job.

Leicestershire County Council is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.

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	Essential	Desirable	How assessed
<u>Qualifications</u> Educated to degree (or equivalent) level in a relevant subject, plus	✓		Doc/Int
Significant experience of managing diverse and complex projects/programmes including public and private sector partnerships.	✓		App/Int
And Qualification in project, programme or change management such as PRINCE2 or equivalent.		✓	Doc/App
Professional qualification relevant to the role		✓	
Or Demonstrable experience identified within the section below.	✓		Ref/Int
<u>Experience</u> Experience of leading or managing major corporate and/or multi-agency partnership projects including risk and financial management systems.	✓		App / Int
Experience of working within the public sector, delivering/leading strategic economic development programmes at a regional or national/international level.		✓	App / Int
Managing and motivating a team of people, including the ability to develop a clear vision, translate this into a concise plan, deploy resources effectively, set targets, manage underperformance, develop both individuals and the team and celebrate success.	✓		App / Int
Evidence of building and maintaining critical	✓		App / Int

<p>internal and external relationships with executives/officers showing a mindset and skills to work/evidencing experience of working in a 'matrix' style.</p> <p>Extensive experience of working with senior executive and political leaders, working at a strategic level to influence policy and delivery.</p> <p>Experience of identifying and developing new commercial opportunities to generate income and managing costs effectively.</p> <p>Experience of establishing an independent organisation or delivery mechanism to deliver innovative new services.</p> <p>GRADE 15: Experience in the development and delivery of major housing, employment sites with a reliance on the definition of major infrastructure requirements.</p> <p>GRADE 15: Experience in leading complex negotiations between a range of organisations that leads to accelerated delivery and/or cost savings.</p> <p>GRADE 15: Experience in supporting the delivery of multi-million pound schemes and demonstrable actions that have reduced cost or accelerated delivery of major developments.</p>	<p>✓</p> <p>✓</p> <p></p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p></p> <p></p> <p>✓</p> <p></p> <p></p> <p></p> <p></p>	<p>App / Int</p> <p>App / Int</p> <p>App / Int</p> <p>App / Int</p> <p>App / Int</p> <p>App / Int</p>
<p><u>Knowledge</u></p> <p>Comprehensive knowledge and a proven track record of achievement in a relevant professional environment in one (GRADE 14) or at least two (GRADE 15) of the following areas;</p> <ul style="list-style-type: none"> • strategic planning • housing • transport/infrastructure • economic development <p>Demonstrable, in depth knowledge of national and local government drivers, structures and priorities relating to economic growth.</p> <p>Equality, Diversity and Human Rights legislation & its application in the workplace.</p>	<p>✓</p> <p>✓</p> <p>✓</p>	<p></p> <p></p> <p></p>	<p>App / Int</p> <p>App / Int</p> <p>App / Int</p>

<u>Skills and Competencies</u>			
Excellent verbal and written communication skills, including the ability to prepare and present information to senior leadership teams, Cabinet and Scrutiny Commission, key partnership boards and at local, regional and national level.	✓		App / Int / Test?
Able to develop innovative and effective new approaches, using excellent interpersonal skills to promote ideas and gain engagement and commitment of others through negotiation and influencing.	✓		App / Int
Able to work effectively on multiple projects prioritising activities to meet all deadlines.	✓		App / Int
Strong analytical and creative thinking skills.	✓		
Good political awareness, sensitivity and understanding of local political priorities.	✓		App / Int
Self-motivated and able to work with minimum supervision with a creative, problem solving & solution focused approach.	✓		App / Int
GRADE 15: Demonstrable skills in leading major development projects through complex and politically charged period of delivery.	✓		App / Int
GRADE 15: Demonstrable competence to work independently on major programmes and to confidently take decisions and give compelling advice in a timely/sensitive way.	✓		App / Int
<u>Other Requirements</u>			
An understanding of, and commitment to Equal Opportunities, and the ability to apply this to all situations.	✓		App/Int
Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Equality Act 2010.	✓		Med

Key: App = Application Form Test = Test Int = Interview	Pre = Presentation Med = Medical Questionnaire Dc = Documentary Evidence (E.g., Certificates)
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