



JOB DESCRIPTION

Role	Director of Business & Skills
Reports to	Chief Executive

Context

The Combined Authority is a new organisation, established in March 2017, with a vision to make Cambridgeshire & Peterborough the leading **place in the world to learn, live and work**.

A lean, agile and effective organisation, we focus on delivering key ambitions for the Combined Authority which include:

-) doubling the size of the local economy
-) accelerating house building rates to meet local and UK need
-) delivering outstanding connectivity - transport and digital
-) supporting businesses to achieve significant growth
-) providing the UK's most technically skilled workforce
-) expanding international trade
-) transforming public service delivery

To bring these plans to life we are making a number of key strategic appointments.

Job Purpose

Stimulate, promote and enable economic growth. Develop and implement plans to achieve the local industrial strategy. Design and put in place programmes to match good quality jobs to people with the right skills.

Core Focus





Key Responsibilities

-) Lead the design and implementation of the Local Industrial Strategy.
-) Develop and stimulate place-based economic growth, deliver plans that maximise the potential of business for the benefit of the whole region – cities, market towns, rural areas.
-) Target priority sectors that will achieve growth, developing products and services to market to enable growth.
-) Lead and drive international trade and inward investment to the region, act as a key ambassador for investment promotion activity with prospective investors nationally and internationally.
-) Design and implement a whole skills system to create a pipeline of skilled people to satisfy the region's current and future skills requirements.
-) Support and progress the establishment of Peterborough University and secure successful devolution of Adult Education Budget.

Partnerships

Work in partnership with business and the private sector, and with national and local public sector organisations to deliver the region's business and skills ambitions, including:

-) Employers and representative groups in key sectors and clusters in the region and beyond.
-) National Government - developing productive relationships that work for the region with national agencies and departments like Department for International Trade, Business Energy Industrial Strategy, managing the transition of skills and employment responsibilities devolved to the area.
-) Local Public Service Organisations – including Local Authorities, Health, Police and Fire within the area, managing partnerships supported by a shared strategic agenda.
-) Universities, Colleges and other training and skills providers.

Core Director Responsibilities

-) Lead the development of strategy, policy and planning.
-) Oversee delivery of key parts of the Combined Authority 4 Year Plan – commissioning activity and/or working with lead partners.
-) Ensure adherence to Combined Authority's Assurance Framework in all programmes and activity.
-) Lead a focused and high performing team, regularly reporting on outcomes, outputs and delivery.
-) Act as an ambassador for the Combined Authority on appropriate internal and external bodies and at relevant committees and meetings.
-) Provide direct support to the Mayor, Combined Authority Board and Business Board Directors.



Person Specification

Leadership Behaviours

- J Expansive, creative business thinker – thinks outside ‘tried and tested’ models or approaches
- J Exceptional communicator and relationship-builder that generates confidence in colleagues, members and senior business stakeholders
- J Strong political awareness – able to assimilate and navigate political contexts with skill
- J Highly adaptable - to changing circumstances and demands
- J Collaborative – works productively with peers, team and others
- J Motivated – driven by personal and organisational achievement

Qualifications and Knowledge

- J Business strategy and planning to deliver growth
- J Creating products and services to support businesses across different sectors and clusters
- J Demonstrable track record of negotiating financial and commercial contracts
- J Knowledge of strategic business and employment regulations, national policies and professional best practice
- J Understanding of the region’s business community would be desirable
- J Degree level or equivalent standard of general education

Experience

- J Successful track record at senior management level within an organisation of comparable scope and complexity
- J Proven track record in the formulation and delivery of strategies and policies in an organisation of comparable scope and complexity
- J Proven track record and demonstrable credibility in developing strong, productive partnerships and relationships
- J Significant experience and demonstrable success in delivering growth
- J A successful track record of engaging effectively with others at a senior level and building productive partnerships with key stakeholders.
- J Understanding of key local government politics, political structures and culture

Political Restriction

This post is politically restricted under the Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 and the post holder may not have any active political role either in or outside of work.