Appendix 1: Governance and Operations: Accountability and workflow

Practical example (Sector development):

report

report

report

New/existing posts:

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| Role | Purpose | Salary excl oncosts/VAT | Benchmarks |
| Chief Executive | To work alongside the Board to raise the profile of the organisation and local area to attract investment.  To deliver strategic ambitions of the Board through staff team and local partners  To lead, support, grow and develop a highly capable team that delivers impact. | £90,726 pa  (1 FTE) | Existing post |
| Executive Support | To provide PA and administrative support/diary management to CEO and Board  Office management | £24K pa  (0.8 FTE)  £30,000 F/T | <https://bit.ly/3vHuJp9> |
| Head of Communications | To design and deliver campaigns that promote support available, case studies and he impact of our work  To manage SOCIAL commission within agreed budget | £41,608pa actual inc o/c  (0.4 FTE)  £104,020 F/T | *Query costs*  *Existing post* |
| Digital Comms Lead | To rase the profile of SSLEP through digital comms, storytelling and online engagement | £30 pa  (1 FTE) | <https://bit.ly/3p7tg96> |
| Head of Development & Delivery | To oversee delivery of existing and future programmes of activity  To design developmental programmes for organisation, place and key sectors through partnership (incl ME/Gov)  To identify and secure funds for developmental programmes  To manage HATCH commission within agreed budget  To support and manage Programme Manager/Organisational Development Manager and Sector Development Manager | £65K pa  (1 FTE) | <https://bit.ly/3uF1fqE> |
| Programme Manager | To ensure M&E of existing programmes  To develop and appraise new programmes of work that contribute to strategy | c£46K PA  actual  (0.8 FTE).  £57.5K F/T | *Existing post* |
| Sector Development Manager | To work with local/regional and national partners to understand support available to key local sectors  To work with sector leaders to understand needs and ambitions and introduce innovation  To co-design interventions and ensure they are resources (through partnership/influence/securing investment) | £40k pa  (1 FTE) | https://bit.ly/3i39rhU |
| Role | Purpose | Salary excl oncosts/VAT | Benchmarks |
| Organisational Development Manager | To ensure that the organisation has the right capacity, capability and culture to succeed  To ensure robust Governance and associated procedures are in place and that Board members/Sub-groups are supported  To ensure that staff have clear work programmes and development programmes that enable them to thrive  To develop organisational culture, values and ethics and ensure that business practices reflect latest quality standards | £40k pa  (1 FTE) | <https://bit.ly/3p65fPW> |
| Head of Insight & Investment | To work with partners to design and deliver high-quality, granular-level insight that informs local policy and strategy  To develop partnerships locally, across ME and Government to identify opportunities for Stoke/Staffs to pilot new developments that support delivery of strategy  To use local insights to identify areas for improvement and growth  To identify and secure funds for strategic programmes within Stoke/Staffs (direct and indirect),  To manage INSIGHT commission within agreed budget | £65K pa  (1 FTE) | <https://bit.ly/2SP5hPV> |
| Head of Growth Hub | To ensure delivery of high-quality interventions that are easy to understand and access  To provide joined-up business support under the Growth Hub banner, influenced by local insights, responding to identified need and optimising growth potential. To include:   * Free universal offer * Targeted support for agreed sectors/types * Evaluation of impacts   To build relationships with public/private and national/local providers of business support to ensure availability locally | £65K pa  (1 FTE) | <https://bit.ly/3i4jNOx> |