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 partnersTo 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 BoardOffice 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 workTo 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 activityTo design developmental programmes for organisation, place and key sectors through partnership (incl ME/Gov)To identify and secure funds for developmental programmesTo manage HATCH commission within agreed budgetTo 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 programmesTo develop and appraise new programmes of work that contribute to strategy | c£46K PAactual(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 sectorsTo work with sector leaders to understand needs and ambitions and introduce innovationTo 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 succeedTo ensure robust Governance and associated procedures are in place and that Board members/Sub-groups are supportedTo ensure that staff have clear work programmes and development programmes that enable them to thriveTo 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 strategyTo develop partnerships locally, across ME and Government to identify opportunities for Stoke/Staffs to pilot new developments that support delivery of strategyTo use local insights to identify areas for improvement and growthTo 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> |