# Head of Growth Hub

# (EI&S) Stoke of Trent & Staffordshire LEP

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| **Corporate Services – Commercial and Assets**  **Commercial** | | |
| **Post Title** | **Grade** | **Role Type** |
| Head of Growth Hub | **14** |  |

**Our Vision –** A county where big ambitions, great connections and greener living give all businesses the opportunity to prosper, innovate and grow

**Our Outcomes:**

* to ensure that all businesses have access to high quality, efficient and effective support that enables them to thrive, innovate and grow.
* to drive evidence-based, well-targeted provision driven by local strategy that:
* demonstrates impact, for the business and for the wider economy
* drives innovation and growth amongst providers as well as local business
* is accessible, efficient, effective and responsive to local need
* is delivered through high-quality public/private provider base that joins-up local, regional and national business support.
* delivers value for money
* attracts recognition and investment

**Our Values –** We support the People Values of Staffordshire County Council as our Accountable Body. The People Strategy sets out what we all need to do to make a great place to work, where people are supported to develop, flourish and contribute to our ambitious plans. Our values are at the heart of the Strategy to ensure that the focus is on what is important to the organisation and the people it serves:

* **Ambitious** – We are ambitious for our communities and citizens
* **Courageous** – We recognise our challenges and are prepared to make courageous decisions
* **Empowering** – We empower and support our people by giving them the opportunity to do their jobs well.

## About the Service

Stoke-on-Trent and Staffordshire Growth Hub is part of a nationwide-network of Growth Hubs operated and governed by LEPs at a local level. The Growth Hub team plays a key role is in supporting the LEP to select, award and manage contracts for the supply of business support services. The team plays an active role in driving down spend and striking the best contractual terms with providers, and in developing our organisation’s ability to think and act in the economic interests of Staffordshire. As Accountable Body and employer of this post, Staffordshire County Council’s corporate strategy pledges to deliver value for money for residents and businesses and live within our means. A strong commercial approach involves understanding and shaping the LEP’s spend, having robust processes in place, maintaining effective relationships with providers and helping the LEP to get upstream of and make evidence-based commissioning decisions.

**Reporting Relationships**

**Responsible to:** SSLEP Chief Executive

**Responsible for:** Growth Hub support team including insight

**Key Accountabilities:**

* Being a role model for commercial behaviours to drive best value and performance from delivery organisations. Ensuring that the needs of business are instilled across the organisation and into all decision making. Act as the main conduit for information regarding external spend and any related issues in the designated business area
* Accountable for ensuring that business areas strategies are developed and understood and translated into relevant delivery strategies. Continually challenge existing arrangements and find opportunities for efficiency.
* Responsible for developing and agreeing with business owners plans for implementing the appropriate commercial activities to deliver the strategies.
* Developing and agreeing procurement plans with the business and procurement leads that fully encompass the operating model following an appropriate project lifecycle.
* Responsible for ensuring visibility of service, existing spend and performance and identifying opportunities for reductions, challenging arrangements and researching and proposing alternatives.
* Responsible for ensuring that contractual arrangements are fit for purpose and consistent where the balance of risks is understood and managed.
* Responsible for ensuring that the appropriate levels of contract and performance management are undertaken through direct management and control of the process or by influence within the business area. This includes preparation and submission of reports to CEO/Board, funders and partners
* Direct and where appropriate lead negotiations with providers of high value, high risk or complex and challenging contracts to maximise benefits in terms of continuous improvement and value for money.
* Provide leadership and management of direct reports to achieve corporate behaviours and drive commercial thinking through implementation of relevant policies.
* Identify opportunities available to the business community and organisation for continual improvement and efficiency by having knowledge of emerging trends and market opportunities for relevant businesses through building and maintaining appropriate relationships with key stakeholders and providers (both current and potential)
* Develop and maintain insight into the needs of local business and the local provider market to identify maintain and improve the opportunities for local businesses and drive social value benefits for Staffordshire.
* Liaison with key stakeholders and peers including Industry leaders BEIS/WM Growth Hub Cluster/BROs/Local authority partners/Business Support providers

**Professional Accountabilities:**

The post holder is required to contribute to the achievement of the LEP objectives through:

**Financial Management**

Personal accountability for delivering services efficiently, effectively, within budget and to implement any approved savings and investment allocated to the service.

**People Management**

Engaging with People Management policies and processes

**Equalities**

Ensuring that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

**Climate Change**

Delivering energy conservation practices in line with the Council’s climate change strategy.

**Health and Safety**

Ensuring a work environment that protects people’s health and safety and that promotes welfare and which is in accordance with the Council’s Health & Safety policy.

**Safeguarding**

Commitment to safeguarding and promoting the welfare of vulnerable groups.

The content of this Job Description and Person Specification will be reviewed on a regular basis.

**Person Specification** A = Assessed at Application

I = Assessed at Interview

T = Assessed through Test

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| Minimum Criteria for Disability ConfidentScheme \* | Criteria | **Measured by** |
| **employer_small**  **employer_small** | **Qualifications/Professional membership**   * Relevant professional degree or equivalent level qualification or experience * A recognised management qualification / or equivalent experience | A  A |
| **employer_small**  **employer_small**  **employer_small**  **employer_small** | **Knowledge and Experience**   * A detailed understanding and experience of contractual and partnership working * Significant management experience and understanding of decision-making processes * Significant experience of working in a commercial environment, driving efficiencies and value for money, based on considerable market knowledge and insight * Experience of contract management, negotiations and dispute resolution * Experience and demonstrable effectiveness in financial and budget management including value and efficiency improvements * Experience of successfully leading, managing and motivating staff to achieve their maximum potential * An understanding of business support policy and structural landscape | A/I  A/I  A/I  A/I  A/I  A/I  A/I |
| **employer_small**  **employer_small**  **employer_small** | **Skills**   * Motivating and articulate leader, with the ability to motivate, support and develop others, including maintaining positive engagement and commitment to performance. * Highly developed communication skills, with the ability influence at all levels within the relevant service area and with external partners, and to develop and maintain positive and productive working relationships. * Able to influence a significant direct and indirect budget/spend, demonstrating understanding of the key drivers of financial management and oversight. * Understanding of the political process and able to operate in a multi-stakeholder environment.   This post is designated as a casual car user | A/I  A/I  A/I  A/I |

**employer_small** If a disabled person meets the criteria indicated by the Disability Confident scheme symbol and provides evidence of this on their application form, they will be guaranteed an interview.

We are proud to display the **Disability Confidence Symbol,** whichis a recognition given by Jobcentre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention and career development of disabled people.

If you need a copy of this information in large print, Braille, another language, on cassette or disc, please ask us by contacting

**Shared Services on 01905 947446**