

Head of Economic Development

JE Code: JE2417



Values – We are dedicated, respectful, collaborative, we are Milton Keynes Council

Service: Economic Development
Reports to: Director of Planning and Placemaking
Job Family: TBC
Grade: M
Political restricted: Y/N
Date: August 2022

Key Deliverables

1.	Leadership Provide leadership and direction for managers and staff by communicating the vision, objectives and values; give responsibility and authority to others to deliver agreed objectives; represent at local, regional and national forums. Promote and maintain a culture of collaborative and consultative working between services, councillors, internal and external partners, investors, businesses, employers, developers, landowners, government agencies and Central Government to maximise efficiency and effectiveness.
2.	Strategic Policy Lead development on Council strategy on Economic Development and strategic policy issues and contributing to the Council's strategic policy agenda to the Cabinet portfolio holder, CLT and the Council. Lead engagement with government departments and agencies where relevant to deliver on Council objectives – current examples include development of a Growth Deal bid for the Central Area Growth board.
3.	Policy Support Provide effective policy support to the Cabinet portfolio holder and CLT, including research, analysis and briefings and representing MKC at internal and external meetings, workshops and other fora.
4.	People Management Provide effective leadership to managers and staff, creating a culture of empowerment, openness and proactiveness, ensuring effective processes are in place for recruiting, developing, appraising, rewarding and retaining staff, and promoting attendance, performance and income generation, in line with Council policy.
5.	Communication and Customer Focus

	<p>Implement and maintain policies and systems to inform and receive effective feedback and engagement (including complaints and suggestions) from councillors, residents, partners, stakeholders and employees; and to evaluate that feedback and to take appropriate action for continuous improvement. Ensure that customer-focus is promoted as a core value.</p> <p>Collaborate with colleagues to embed customer care philosophy and practices and to establish and maintain paths and processes for acquiring communities' input.</p>
6.	<p>Financial, Contract and Performance Management</p> <p>Plan, recommend, monitor and review budgets, savings and activity related to the services remit in order to manage budgets and report performance to the Director to enable effective management of the overall budget for the whole Service.</p> <p>Identify potential efficiency savings/gains within the service and take action to realise these in order to maintain the ongoing drive towards continuous service improvement.</p>
7.	<p>Risk Management</p> <p>Contribute to the overall management of risk, ensuring that lines of accountability are clear and well understood and systems are in place for monitoring, evaluating and managing risk to secure the reputation and physical, virtual and intellectual resources of the Council.</p>
8.	<p>Programme and Change Management</p> <p>Manage, plan and implement agreed change programmes ensuring commitment and involvement of all those affected by the changes; develop and implement effective communication strategies.</p> <p>Work with the Director, Key stakeholders, partners and colleagues to support and promote the implementation of change programmes including culture change.</p> <p>Lead and support the management of allocated projects, including the management of staff, consultants, contractors and service providers. Prepare reports for staff, managers of all levels and steering groups or other bodies as required. Monitor and review progress to ensure that specified projects deliver the required outcomes within agreed timescales, budget and quality standards.</p>
9.	<p>Economy</p> <p>Lead on the scoping, development and delivery of economic development and inward investment programmes; including extensive work with a wide range of senior national, regional and local partners and internal stakeholders. Responsible for and accountable for the delivery of the Council's Economic Recovery Plan, and outcomes related to economic development and inward investment. Shape advice and policies involving Business across Council departments and act as senior officer for internal guidance and insight on Economic matters.</p>
10.	<p>Partnerships</p> <p>Build, nurture and maintain effective relationships with local, regional, and national partners to optimise alignment to MKC's strategic objectives, benefit to MK and the region in which we operate. Relevant examples include Fast Growth Cities, SEMLEP, Central Area Growth Board and the Oxford-Cambridge Arc.</p> <p>Build successful partnerships with the Business Community, including investors, developers, local employers and business representative groups to ensure the Council's objectives are met.</p>

	Develop strong and constructive working relationships with councillors, senior colleagues and external stakeholders, creating mutual respect and effective communication.
11.	Relationships Develop strong and constructive working relationships with councillors, senior colleagues and external stakeholders, creating mutual respect and effective communication.
12.	Projects Lead specific strategic policy projects that support the achievement of MKC's objectives and/or have city and council-wide implications. Current examples include the Covid-19 Economic Recovery Plan and managing the Infrastructure Pipeline project on behalf of the LA.
13.	Infrastructure Delivery Lead on the delivery of tariff-funded projects and ensure the achievement of city-wide infrastructure objectives in accordance with the Council Plan and New City Plan.; working closely with the Council's finance team and the Planning Services and Projects team. Oversee the management and development of business cases for extant and prospective external funding streams. Ensure there is a corporate overview of the delivery of strategic infrastructure across the Borough and, where appropriate, regional and sub-regional areas, to inform key programme decisions.
14.	Place Leadership Lead on the management of place-based programmes of urban renewal and regeneration and ensure coordination of Council-activities through the Bletchley and Central Milton Keynes new programme approaches.

Within reason these key deliverables may evolve to meet service need and it is expected that you will be flexible and adaptable in your delivery to meet both service and council wide needs

Essential Requirements (key skills & qualifications)

1.	Educated to degree level or equivalent or comparable attainment by experience with evidence of continuous professional development.
2.	Management experience in either the public, private or voluntary sector, including a successful track record of successfully managing staff and successful delivery of programmes and partnerships in collaboration with local, regional and national government and private sector partners.
3.	At least two years' management experience in local government - preferably in a unitary, metropolitan or London borough - with skills in understanding and responding to different perspectives and taking a cross-organisational perspective.
4.	Experience of developing and delivering policy advice to a high standard at corporate levels and implementing strategic planning management frameworks in a complex, political and changing environment
5.	Ability to manage, supervise and coordinate output from internal staff and external consultants.

6.	Experience of performance management and improvement with a demonstrable record of achievement. To include developing and implementing project and performance frameworks in a multi-disciplinary, partnership environment.
7.	Practical evidence of developing and maintaining good working relationships with a wide range of external stakeholders, partners and customers, developing a positive personal and organisational profile, building relationships. To include influencing policy agendas at regional and national government levels.
8.	Strong problem-solving skills and able to make decisions based on accurate and timely analysis/management information.
9.	Strong interpersonal skills and excellent communication/influencing skills.
10.	Demonstrable commitment to equality and diversity issues in both service provision and employment practices.

Job Family

Strategic Leadership
Grade M



Colleagues expectations

- Be professional at all times
- Work together for the good of the team, council and local people
- Promote a supportive culture
- Challenge assumptions
- Take ownership
- Be willing to change and do things differently
- Always work in a safe manner

Managers expectations

- Be a role model by displaying positive behaviours at all times
- Make well-considered decisions
- Support, coach and communicate with my team
- Be accountable for my team's performance

The essential characteristic of Strategic Leadership jobs is that they bear responsibility for the planning and development of the Council's approach to its statutory and elective aims, maximising efficiency, value for money and the quality-of-service delivery across entire operating functions.

Role characteristics

At this level job holders report to a Group Head or Director and are responsible for the development and implementation of strategy relating to several Services within that Group.

Role carry significant responsibilities for finance and a range of other non-financial assets.

Job holders make autonomous decisions and lead the management of change throughout their area of influence within the Group.

The knowledge and skills required

Job holders require advanced theoretical knowledge to make appropriate judgements and decisions at this level. In addition, job holders will maintain ongoing professional development and have a thorough understanding of external legislative and societal change, as well as a deep understanding of the Council's operational structures which both support and depend upon the job holder's actions and advice. Roles will be professional experts, providing expert leadership across a number of Services.

Thinking, planning and communication

Job holders will use their professional expertise to deal with highly complex, pressing issues including change initiatives and risk management across a range of services. They will also look well ahead and take a long-term, strategic view of their project and service delivery objectives over several years into the future, shaping their service's composition, approach and operating procedures in accordance with wider goals mandated by Group management.

The information exchanged at this level will be routinely complex, contentious in nature and/or highly

significant to the Council's reputation. Job holders will have additional demands placed upon them by the need to persuade others to adopt courses of action they may not otherwise wish to take, based on evidence based and reasoned argument. This will occur in written interactions but can also be the case in face to face verbal exchanges where job holders will advocate the Council's position in response to opposing opinion in a formal or informal setting.

Decision making and innovation

The limitations to job holders' decision making will be only the broad policy and practice guidelines that exist at both a corporate and even national/professional level. At this level of autonomy, job holders will be the final arbiter of many escalated technical and professional disputes and problems. They will report to a Group Head or Director and will devise and implement strategic plans and policy in relation to several service areas.

Areas of responsibility

With a diverse range of jobs being represented at this level, the precise blend of responsibilities for which the job holder is accountable will depend upon the service in which they operate.

Roles will focus on the needs of external service users or partners and will be responsible for critical day to day decisions with legal and reputational dimensions and the development of directorate level policy and functional procedures.

In addition, such roles are likely to have very high levels of responsibility for such elements as finance (very substantial budget management), information assets (council-wide systems) or premises (of extremely high value and critical operational importance).

Job holders will have full line management responsibility over several service areas, each with their own full management structure and featuring highly diverse specialties and employee profiles.

Impacts and demands

The combination of both tactical and strategic matters that job holders deal with means that roles are inherently very complex, demanding of particularly lengthy periods of concentrated mental attention while also managing very high levels of work-related pressure from deadlines, interruptions or conflicting demands.

At this level, tasks and duties will be generally carried out in a sedentary position but there will always be a requirement for standing and walking from time to time, and the occasional need to lift or carry items.

Job holders will not be required to develop and maintain working relationships with people who, through their circumstances or behaviour, place particular emotional demands on the job holder.

Job holders at this level will find themselves very occasionally exposed to some disagreeable, unpleasant or hazardous working conditions.