



**SHEFFIELD CITY
REGION MAYORAL
COMBINED
AUTHORITY
DIRECTOR OF
BUSINESS & SKILLS
APPLICATION PACK**

**Sheffield
City Region**



"OUR NEW DIRECTOR OF BUSINESS AND SKILLS WILL PLAY A KEY ROLE IN THE SENIOR LEADERSHIP TEAM AT A PIVOTAL TIME FOR THE SHEFFIELD CITY REGION."

Dr Dave Smith
Chief Executive Officer, Sheffield City Region

WELCOME FROM DR DAVE SMITH, CHIEF EXECUTIVE OFFICER

DEAR CANDIDATE,

Sheffield City Region is ambitious. We are seeking to transform our economy, to connect our businesses and people to economic opportunity, to build a cleaner and greener region, and to run a safe and reliable transport network.

The city region is growing but we know we can achieve a lot more to transform our economy, to provide opportunities and prosperity for our communities and businesses, to build on our strengths as a region in which people want to live, work and invest.

The challenges are formidable and include reversing decades of underinvestment, developing innovative ways of dealing with the outcomes for businesses and people of Brexit and Covid-19, and devolving powers and resources from Government so that decisions can be made by those who best know the city region.

We are determined to embrace these challenges and transform the wellbeing of our people, the fortunes of our businesses in order to create a growing, inclusive and sustainable economy, playing an ever-increasing role in UK prosperity.



This is the plan of the Mayoral Combined Authority and the Local Enterprise Partnership and we'd like you to join us on that journey.

Our new Director of Business and Skills will play a key role in the senior leadership team at a pivotal time for the organisations.

You will support the Mayoral Combined Authority (MCA) and the Local Enterprise Partnership (LEP), to access new resources and budgets to deliver our collective priorities. You will be responsible for ensuring public money is used appropriately, economically, efficiently and effectively; will possess a high degree of personal integrity, resilience and fairness, and an ability to manage the strategic financial direction of a complex group.

If this sounds like you, and you share our ambition, we look forward to hearing from you.

Dr Dave Smith

WHAT IS THE SHEFFIELD CITY REGION?

The Sheffield City Region (SCR) is a diverse and super-connected economy comprising a dynamic core city, thriving towns and market towns, outstanding countryside and a significant rural economy.

It is comprised of the core city of Sheffield and the surrounding towns of Barnsley, Rotherham and Doncaster. Together, this area has a population of 1.4 million people, with 47,000 businesses providing 634,000 jobs. A core part of the Northern Powerhouse, the city region is a key driver of economic growth within the North.

The Sheffield City Region comprises the Mayoral Combined Authority (MCA) and the Local Enterprise Partnership (LEP). The organisation works at a regional level to invest in delivering business growth, skills and economic development related projects, in addition to transport, housing, and the Mayor's agenda.

WHAT IS THE MAYORAL COMBINED AUTHORITY?

Chaired by Mayor Dan Jarvis, the Sheffield City Region Mayoral Combined Authority is a formal membership of councils.

Formed in 2014, the constituent members of the Mayoral Combined Authority are Barnsley, Doncaster, Rotherham and Sheffield councils. The councils of Bassetlaw, Chesterfield, North East Derbyshire, Derbyshire Dales and Bolsover are 'non-constituent' members.

The Mayoral Combined Authority shapes policy and leads on decision-making. In the past year, the MCA has delivered its first transport strategy aligned with pan-Northern plans; has funded regeneration projects across the region and has delivered innovative programmes such as Working Win and is currently working to deliver the devolution of the Adult Education Budget.

WHAT IS THE LOCAL ENTERPRISE PARTNERSHIP?

Chaired by James Muir, the Sheffield City Region LEP was formed in 2010 as a partnership of business and political leaders.

It brings together 14 business leaders, the Mayor, nine local authority Leaders, the Trades Union Congress and three co-opted individuals from the private sector.

The role of the LEP is to champion the private sector in the Sheffield City Region and support the Mayoral Combined Authority in making decisions.

The LEP is responsible for producing the Strategic Economic Plan (SEP); which outlines the vision, aims and objectives for growing and transforming our economy. The SEP also sets ambitious and measurable targets that will determine how successful the city region has been. The LEP are responsible for schemes to deliver a business support service and our innovative Skills Bank.

WHAT DO WE DO?

Working as one in the pursuit of a shared objective, the MCA and the LEP are achieving great things.

Through our strong private-public partnership we speak with a single loud voice to Government and other key partners such as Transport for the North, fellow MCAs and other LEPs across the rest of the UK.

We're driving the right investment decisions to meet the city region's economic, business, skills, infrastructure and transport needs; we're developing more ambitious proposals to connect our great places within the city region, across the North and nationally, and we're working with our communities, partners and businesses to grow an inclusive economy.

We aim to make our region a better place for those who live here; giving them access to quality homes, infrastructure, jobs and education opportunities.

We're also working with Government and with our Local Authorities to secure the Sheffield City Region devolution deal, giving us additional powers and resources.

WE WILL:

- Attract new investment and businesses into the region.
- Invest in good jobs for people to progress and develop their skills.
- Grow the SCR's economy and help young people fulfil their potential.
- Build a transport network fit for the 21st century, including developing and delivering transformational transport schemes.
- Invest in housing in the right places, of the right quality and at the right price.
- Invest in development to create vibrant and connected urban centres that attract and retain talent.

YOUR PERSONAL INFORMATION

Your personal information will be held in accordance with the Data Protection Act 1998, the requirements of the General Data Protection Regulation 2018 and all associated Data Protection laws. You will not receive unsolicited paper or electronic mail as a result of sending us any personal information. No personal information will be passed on to third parties for commercial purposes.

WHEN WE ASK FOR YOUR PERSONAL INFORMATION, WE PROMISE WE WILL:

- Only ask for what we need, and not collect too much or irrelevant information.
- Ensure that you know why we need it.
- Protect it and, insofar as is possible, make sure nobody has access to it who shouldn't.
- Ensure that you know what choice you have about giving us information.
- Make sure we don't keep it longer than necessary.
- Use your information only for the purposes you have authorised.

We ask that you:

- Give us accurate information.
- Tell us as soon as possible of any changes.
- Tell us as soon as possible if you notice mistakes in the information we hold about you.

If you apply for a post, we will share some of the information you provide with the members of the selection panel for the post to which you apply, so that your application can be assessed. These individuals will be identified ahead of interviews.

Data will be held securely, and access will be restricted to those dealing with your application or involved in the recruitment process.

By submitting your application, you are giving consent to your data being stored and processed for the purpose of the recruitment process, diversity monitoring and, if successful, your personal record.

Please note that no automated decisions, such as computerised candidate profiling, are made on the basis of the information we collect.

View our full privacy policy online at sheffieldcityregion.org.uk/terms-and-privacy.

HOW TO APPLY

Gatenby Sanderson, is acting as retained partner to the Sheffield City Region Mayoral Combined Authority (SCR) as they seek to appoint a Director of Business & Skills.

For further information please visit www.gatenbysanderson.com/job/gse67035

For an information discussion, please contact Gary Evans, gary.evans@gatenbysanderson.com or 0113 205 6080

ABOUT THE ROLE

You will provide outstanding organisational leadership to the Mayor, the Mayoral Combined Authority, the Local Enterprise Partnership (LEP) board and its Chair, ensuring the delivery of the policy objectives and that the priorities of the MCA Group and LEP are achieved.

You will lead and direct all aspects of our economic programme focused on supporting our businesses to increase their productivity and innovate. Ensuring that growth is delivered in a way which ensures that everybody in the region has the opportunity to benefit from that prosperity.

You will lead on behalf of the LEP and the MCA the development of innovative approaches to attract and support businesses and drive programmes for people, ensuring that our residents and labour force have the skills they need to contribute to the economic fortunes of the city region.

You will lead and inspire a team of experts including direct and matrix management to drive the growth and inclusion goals of the city region.

In accordance with the Local Government and Housing Act 1989, this is a politically restricted post and you will be subject to the provisions as detailed in the guidance notes you have received/attached.

WHAT KIND OF BEHAVIOURS ARE IMPORTANT?

AMBITION

Instils a strong sense of self belief in those around them to encourage higher levels of performance and achievement.

Ensures that team goals and activities are aligned, relevant and meaningful to the achievement of organisational goals.

INNOVATION

Proactive and results focused, demonstrates the ability to be responsive to rapidly changing environmental factors.

Establishes a culture of ownership and empowerment within their teams to ensure the team have the freedom to be creative.

INTEGRITY

Plans ahead to identify potential problems and constraints that will impact on team performance or the achievement of objectives.

Actively monitors team progress/performance on projects and tasks and implements corrective actions as needed.

COLLABORATION

Works horizontally across the organisation to create strong relationships with colleagues, understanding their needs and objectives.

Proactive and gives direct leadership when needed to ensure their teams remain focused on what's important.

FLEXIBLE

Clearly understands and articulates the need for change to the team, colleagues and stakeholders, encouraging buy-in.

Demonstrates relentless levels of personal drive and commitment to agreed goals, highly resilient to pressure.

IMPACT

Consistently monitors trends and activity in the wider environment that may have an impact on the business and their team.

Invests time to integrate a wide variety of internal and external sources of information and data to develop understanding of a topic.

WHAT PREVIOUS EXPERIENCE IS NEEDED?

We are looking for an exceptional individual who has a proven track record in a similar organisation and has credible experience of working in a commercial environment with businesses of all sizes. You need to have experience in implementing skills or labour market development programmes.

You will need to be a powerful influencer with a demonstrable track record of negotiating commercial contracts.

WHAT SKILLS SHOULD YOU HAVE?

You must be an excellent communicator and a creative business thinker able to develop fresh approaches.

You must be results focussed, delivering with integrity and demonstrating commercial acumen.

You must be able to problem solve, embrace and adapt to new challenges and opportunities and instil a sense of belief in your team and partners to deliver transformational results.

Please refer to the full role profile for details on the tasks and person specification.

HOW WE WILL DEAL WITH YOUR APPLICATION

We will deal with your application as quickly as possible and will advise you of the likely timetable at each stage. Following your application:

- You will receive an acknowledgement of receipt of your application.
- Your application will be evaluated against the criteria detailed in this pack and a long list will be compiled. All applicants will be contacted with feedback.
- The selection panel will agree a short list of candidates to meet with Sheffield City Region.
- Short-listed candidates will be invited for interview with Sheffield City Region.
- All candidates interviewed will be contacted with feedback.
- Where a candidate is unable to attend an interview on the set date then an alternative date will be offered only at the discretion of the panel.
- If successful, you will receive a letter confirming your appointment.
- If you are unsuccessful, you will be notified and feedback will be offered.

The MCA is fully committed to the promotion of equality of opportunity to all, irrespective of gender, race, marital status, pregnancy or maternity leave, civil partnership status, sexual orientation, gender reassignment, religious belief, ethnicity, disability and age.

RECRUITMENT TIMETABLE

These dates are indicative and may be subject to change (except closing date). Please note that candidates will need to be available for interviews, if selected, subject to the current arrangements these may be conducted through remote means. We will advise all candidates of the outcomes at each stage of the process as soon as possible.

Closing date: 10.00am on Friday 18 September 2020

First stage Interviews: week commencing 28 September 2020

Final stage interviews: week commencing 5 October 2020

For an informal discussion about the role, contact Gary Evans, gary.evans@gatenbysanderson.com or 0113 205 6080



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