

Job Title	Senior Development Manager (Development Hub)
Team	Development Hub – Business & Skills
Reporting To	Head of Growth Hub

## About your role

The role will lead workstreams within remit, to support the growth of an economy that works for everyone by delivering the Renewal Action Plan and the Strategic Economic Plan. Specifically, the post holder will work with local, regional and national partners to influence, shape and secure resources and develop propositions and interventions. This will ensure delivery of KPIs that realise benefits for the businesses, residents or communities of the city region.

### Why is your role important or how does it add value?

- Through the development and implementation of solutions required to deliver the economic Renewal Action Plan for South Yorkshire.
- Proactively supporting businesses with the advice, they need, assisting them to build stronger supply chains

### What are the tasks or work areas you are responsible for?

- To have operational responsibility for the work programme within remit and contribute to the work of the MCA Executive in a way that ensures that appropriate corporate management, team and sectional targets and objectives are achieved.
- Proactively support the development of the business plan / forward plan for your area of work, collaborating to commission analysis on relevant subject matter policy and technical issues and programme design issues applying appropriate techniques to reach objective recommendations.
- Lead the development of investment propositions, schemes and programmes to affect and maintain changes to the economic development landscape in the city region by (a) developing well-defined, time limited proposals and projects with clear measurable objectives (b) delivering ongoing products or services where there is a clear rationale for doing so to ensure the highest quality of outcomes and benefits for businesses and residents.
- Proactively liaise, negotiate and collaborate with internal and external stakeholder including with Whitehall officials, managers, employees, Councillors, businesses, Board Members, partnership agencies and other city regions as appropriate in the strategic development of plans and priorities and in the development of propositions and programmes. Ensuring business and labour market experience informs strategy, planning and delivery.
- Work collaboratively across the city region, to develop an expert knowledge of the challenges and opportunities facing businesses, residents or communities and

of the local solutions and partnerships across the city region and in specific localities
<ul style="list-style-type: none"> <li>• Prepare analysis, reports and papers as appropriate and to a high standard, suitable for wider audiences.</li> </ul>
<ul style="list-style-type: none"> <li>• Develop and maintain knowledge of local and national policy, regulations, and future thinking which have implications for policy, programme or service design and delivery working closely with the Policy and Assurance team in this regard</li> </ul>
<ul style="list-style-type: none"> <li>• Lead the development and creation of new propositions to secure for the Mayor, MCA or LEP either substantial financial investment and/or additional freedoms or flexibilities from Government.</li> </ul>
<ul style="list-style-type: none"> <li>• Undertake budget management, financial planning and set outputs and outcomes in relation to the policy and programme area. Reporting to the relevant Boards, funding partners and / or auditors on a regular basis.</li> </ul>
<ul style="list-style-type: none"> <li>• Lead on setting the specifications for the commissioning or procurement of services and systems as required and act as client lead for outcomes commissioned, working closely with Programme &amp; Performance Unit (PPU) who manage programme performance and contracting and the Policy and Assurance Team who lead evaluation.</li> </ul>
<ul style="list-style-type: none"> <li>• With the relevant AD / Director facilitate the sub-board structure of the MCA / LEP, preparing papers, agendas and minutes. Briefing upwards to facilitate liaison with the appointed lead Member, CEX and LEP Board member to ensure that work is undertaken following their direction and with the aim of achieving consensus working and maintaining good relationships.</li> </ul>
<ul style="list-style-type: none"> <li>• Lead and manage a team (directly and on a matrix basis) of professionals providing direction and co-ordination of workloads, support and guidance dealing with recruitment, motivation, training, welfare, performance management and discipline issues as appropriate</li> </ul>
<ul style="list-style-type: none"> <li>• Undertake any other duties commensurate with the role as requested by management.</li> </ul>

## About you

What kind of <b>behaviours</b> are important?	
Ambition	Sets challenging, ambitious goals, KPI's and objectives for all their team based on critical areas of performance
	Visibly demonstrates a can-do approach to their role, challenges they face and changes - upbeat and optimistic
Innovative	Demonstrates good judgement, capable of making decisions with limited information quickly to ensure initiatives are implemented
	Thinks strategically when developing solutions and ideas, thinks for the long term to ensure solutions are sustainable
Integrity	Consistently focused to achieve outcomes when faced with conflicting priorities
	Able to successfully manage multiple project streams simultaneously
Collaborative	Demonstrates a mature, inclusive leadership style that encourages debate, discussion and involvement
	Actively listens to the ideas, thoughts and opinions of colleagues, doesn't leap to conclusions or dismiss the contributions of others

Flexible	Empowers the team to deliver initiatives, delegates the authority to act to appropriate team members
	Clearly articulates the need for change with the team to establish the motivation and drive to do something in a new way
Impact	Responds swiftly and positively to changes in the agreed objectives or plans, flexible to adapting the plan
	Actively seeks out opportunities to make things better, focused on constantly improving outcomes and processes

What <b>qualifications</b> or wider knowledge do you need?	A/I	E/D
Degree, or equivalent qualification in a relevant area	A	E
Project Management qualification e.g. Prince or MSP	A	D
A higher degree or professional qualification	A	D
Evidence of recent continuous professional development	A	E
Substantial knowledge of local and national strategies, policies and legislation relevant to the area of work, including emerging and changing issues	I	E
Significant knowledge of how results, benefits and outcomes can be achieved and evaluated to the benefit of the economy, businesses and residents and how intelligence and data can be used to inform continuous programme development.	I	E
Significant knowledge of resource management issues relating to planning programmes or services practice and the impact on the performance of teams and the raising of	I	E
Working knowledge of public procurement requirements	A/I	E
Working knowledge of programme management techniques	A/I	E

What previous <b>experience</b> is needed?		
Substantial experience of leading or managing programme design and development, including experience of working within the statutory, regulatory and inspection / audit regimes of the public sector.	A/I	E
Experience of working at a high level, influencing senior business leaders, senior executives, elected members and other politicians in the design and development of strategies and programmes in pursuit of local objectives, including presenting professional advice and guidance.	A/I	E
Experience of business planning establishing budgets and setting outputs and outcomes to secure quality impacts and benefits whilst achieving good value for money	A/I	E
Proven successful experience of leadership of matrix teams of professionals and multi-disciplinary teams with demonstrable evidence of improving outcomes for businesses, residents or our places	I	E

Significant experience of utilising data and performance information to develop new approaches and to make continuous policy and programme improvements, ensuring investments deliver the full range of outcomes	I	E
Experience of providing specialist advice and guidance to managers at all levels of seniority, external agencies and other forums on a regular basis.	I	E
A track record of developing challenging / multi-dimensional projects, services or initiatives to a high level of quality, including experience of developing risk plans, value management and cost control.	I	E
Experience of presenting complex material to external stakeholders.	A/I	E

What <b>skills</b> should you have?		
Excellent verbal, presentation and written communications skills – to develop and articulate concise clear propositions and recommendations, particularly the ability to cut through complexity to give advice to decision makers;	I	E
Excellent negotiation and interpersonal skills with the ability to influence and facilitate partnerships deals with a variety of internal and external stakeholders, sometimes in areas of tension and conflict with evidence of sound judgement and an ability to anticipate and plan for future developments and options	I	E
Excellent and well-developed management skills, to include an ability to think creatively and implement solution and outcome focussed problem solving with an ability to initiate and manage change through influence and collaboration	I	E
Strong organisation and time management skills with the ability to work under pressure, being self-motivated and able to use own initiative under minimal supervision;	I	E
Ability and skilled in defining a clear scope of work for external providers, commissioning work and managing numerous commissions in tandem;	I	E
Strong analytical skills applied to carrying out research and developing evidence-based propositions;	A/I	E
Excellent and well-developed management skills, to include an ability to think creatively and implement solution and outcome focussed problem solving with an ability to initiate and manage change through influence and collaboration;	I	E
Strong ability to act as an inspirational role model across a wide range of staff, partners and stakeholders to motivate and to enable the delivery of high-quality programmes in a complex and demanding partnership environment.	I	E

