

Northumberland County Council  
**JOB DESCRIPTION**

<b>Post Title: Rural Growth Manager</b>		<b>Director/Service/Sector:</b> Economy and Regeneration Service		<b>Office Use</b>  JE ref: <b>Z205</b> HRMS ref:
<b>Grade: Band 11</b>		<b>Workplace:</b> County Hall. Morpeth		
<b>Responsible to: Head of Economy and Regeneration</b>		<b>Date:</b> October 2019	<b>Lead &amp; Man Induction:</b>	
<b>Job Purpose:</b> Manage the Rural Growth functions of the Council associated with strategic rural economic development policies and programmes, the rural growth projects and initiatives that arise from those policies. Reporting to the Head of Service, the role will require a positive contribution is made to develop, maintain and deliver the Council's Economic Strategy and associated rural growth strategies. In addition, the role will play a leading role in delivering the Borderlands Inclusive Growth Deal and the North of Tyne Rural Growth Programme, and their successors. . This will include developing economic cases, maxisining the level of external funding secured, and subsequently implementing a range of programmes and projects associated with business growth and innovation, place development, cultural regeneration, digital infrastructure and inclusion, energy and decarbonisation, and natural capital.				
<b>Resources</b>	Staff	Directly responsible for the management of the Service's Rural Growth team of up to 8 staff that discharge a wide range of functions associated with the Council's rural growth policies, programmes and initiatives; as well as necessary interims and sub-contractors providing specialist services		
	Finance	Accountable for a staff resource budget of £350k per year, plus the management and delivery of a capital budget allocation over the next five years of up to £80 million, including the strategic oversight of the North of Tyne Rural Business Growth Fund.. The role will also require bidding for and coordination of the funds made available from any future Government funding sources as they become available.		
	Physical	Overall management of the physical resources associated with the Rural Growth function of the Economy and Regeneration Service , including working environment, equipment, computer hardware and computer software/systems associated with delivery of the service. Many of the software and systems are business critical to the Council's operation		
	Clients	Oversee the development of corporate policy and service delivery initiatives that impact upon the quality of service provided to users. Lead the co-ordination of new policies and strategies associated with rural growth policy and programme development and implementation across the Council. Ensure project sponsors are supported to develop and deliver Rural Growth programmes and projects consistent with the Council's Economic Strategy.		
<b>Duties and key result areas:</b>  1. Manage the Council's Rural Growth Programme, including the development of and delivery of a range of rural growth programmes, projects and initiatives pursued by the Council, particularly in relation to the Borderlands Inclusive Growth Deal and North of Tyne devolution. 2. Lead and coordinate the development, adoption and enactment of rural growth policies and guides that assist the Council in making the best use of its capital and revenue resources for improving rural growth and productivity , in response to prevailing challenges and emerging opportunities across rural Northumberland 3. Provide a lead role in ensuring that these corporate policies and guides are embedded in the work of the Economy and Regeneration Service — as well as all other functions discharged by the Council. 4. Work with the Head of Service to raise awareness of, and compliance with, the Council's rural growth policies across the Council, including both officers and elected members. 5. Attend cross-service and cross-group meetings within the Council, as well as a range of representative groups outside the Council, in order to raise awareness of the Council's rural growth policies and projects and advocate the Council's position and requirements with respect to regional and national funding and policy decisions. 6. Attend Cabinet, Overview and Scrutiny Committees, Area Committees,and Council Working Groups, as well as public meetings as required to outline and explain the rural growth work being taken forward by the Council 7. Play a leading role in successfully securing the effective delivery of the Borderlands Inclusive Growth Deal and North of Tyne Rural Business Growth Fund on time and within budget ensuring compliance with corporate values and objectives. 8. Provide extensive and specialist professional advice as to the value and delivery progress of the rail extension programme to elected members, senior management and Head of Service 9. Maintain positive and constructive relations with the Borderlands Partnerships, the North of Tyne Combined Authority and the North East Local Enterprise Partnership with a view to maximising the effective delivery of the Council's rural growth policy and programmes				

10. Develop, implement and operate effective and efficient project management frameworks for the delivery of strategic rural growth programmes.
11. Manage, allocate, lead and direct professional staff within the Economy and Regeneration Service effectively to ensure performance management procedures help deliver service and group objectives.
12. Promote and support the development of staff through appraisal, training and development programmes.
13. Promote and maintain a positive relationship with staff to develop a climate of harmonious and constructive employee relations.
14. Effectively manage and deploy resources (Human, Physical and Financial) to achieve the services allocated objectives.
15. Accountable for the management and communication systems and processes within the policy and projects team.
16. Develop effective, positive and constructive relationships with colleagues and external contracts to promote effective partnership arrangements to secure the delivery of high quality services.
17. Monitor the effectiveness of the services provided against in-house and external benchmarks and instigates initiatives to ensure continuous improvement.
18. As a senior member of the Service's management team, participate in the corporate planning and management processes for the service.
19. Promote good relations with all other groups of the council to maximise performance of its functions and to achieve a coordinated approach to the development and provision of service.
20. Ensure effective joint working and planning with all relevant external agencies, to maximise the Council's role, function and influence in relation to all aspects of rural growth policy and programmes.

Undertake any other duties and responsibilities consistent with the nature, level and grade of the post.

#### **Work Arrangements**

Transport requirements:	Travel within the county as well as to various regional and national locations for seminars, conferences and meetings
Working patterns:	Normal office hours with a requirement to attend evening meetings and committees
Working conditions:	Some exposure to outdoor working, regular attendance at meetings and forums held at locations outside the Council's ownership and control. Work in high stress office environment with frequent and continual interruptions. Attendance at various public venues on behalf of the Council, Borderlands Partnership, and North of Tyne Combined Authority , in sometimes confrontational and hostile conditions.

**PERSON SPECIFICATION**

<b>Post Title: Rural Growth Manager</b>		<b>Director/Service/Sector:</b> Economy and Regeneration Service	Ref: <b>Z205</b>
<b>Essential</b>	<b>Desirable</b>		<b>Assess by</b>
<b>Qualifications and Knowledge</b>			
Degree level or equivalent standard of general education Relevant professional qualification and membership of appropriate professional body Extensive understanding of economic development legislation, regulations, national policies and professional best practice. Significant knowledge of Public Sector Funding sources, finance procedures and Budget management Detailed comprehension of contemporary rural growth planning and policy issues. Comprehensive understanding of the economic development land use planning processes	Management degree or post-graduate diploma e.g. MBA, CMS, DMS. Member of professional Management body Evidence of recent relevant Management Training.		
<b>Experience</b>			
Recent extensive experience and proven achievement at senior management level within an Economic Development Service setting or organisation of comparable scope and complexity Extensive experience and a proven track in the formulation and delivery of strategies and policies in a Local Authority or public sector organisation of comparable scope and complexity Significant experience in delivering strategic economic development and regeneration programmes Significant experience and demonstrable success in the management of change and of securing the support of others in the process Comprehensive experience of financial & resource management within a comparable organisation A successful track record of engaging effectively with others at a senior level and building productive partnerships with key stakeholders.	A demonstrable track record of leading and managing teams and delivering outcomes that require collaborative approaches both within the organisation and with external partners.		
<b>Skills and competencies</b>			
A corporate and collaborative commitment to tackling issues in a non-departmental manner. Logical & analytical approach to decision making. Good time management and prioritisation skills. Politically astute. Financial and commercial awareness, Excellent written and verbal communication skills. Excellent presentational skills Personality, conduct and credibility that engages and commands the confidence of colleagues, Council Members and other stakeholders. Superior ability to provide visible and supportive leadership, empowering, enabling, motivating and developing staff and fostering a positive organisational culture. Keen aptitude to operate effectively within the democratic process and to develop	Able to exercise sound judgement and decisiveness IT skills and awareness		

<p>productive working relationships with Council Members that command respect, trust and confidence.</p> <p>Extremely astute and able to maintain a clear overview of the issues affecting the Council in general and the service in particular.</p> <p>Formidable analytical skills and an excellent aptitude for developing innovative solutions to complex problems.</p> <p>Ability to independently propose, develop and implement effective strategies in pursuit of agreed goals and to make clear, informed, appropriate and timely decisions.</p> <p>Very well developed networking, partnership, advocacy, negotiating and presentation skills that are persuasive and influential with others.</p> <p>Excellent interpersonal and communication skills to relate effectively to, and command the respect, trust and confidence of, colleagues, Council Members, and other stakeholders.</p>		
<b>Physical, mental, emotional and environmental demands</b>		
<p>Usually works from seated position with regular need to walk, bend or carry items.</p> <p>Periods of time visiting sites on the public highways and various meetings at client premises throughout the county, region and occasional national locations.</p> <p>Need to maintain general awareness with prolonged periods of enhanced concentration, particularly in meetings, high level negotiations, committees, public exhibitions and during cross examination at public forums.</p> <p>Frequent and lengthy contact with public/clients/agents in dispute with the Council.</p> <p>Proficient at the dispute resolution and able to balance conflicting demands. Adept and able to prioritise a high level of multi-service requests in a logical and rational manner.</p>		
<b>Motivation</b>		
<p>Self managing motivated, driven individual with minimum need for supervision or Executive intervention or instruction.</p>		
<b>Other</b>		
<p>Full driving licence required, ability to attend meetings and access sites and premises in various states of development and locations.</p>		

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits