

Post Title: Head of Economic Development

Grade: Principal Adviser Grade

Responsible to: Director of City Futures

Responsible for: Staff team and/or specialist function

Job Dimension

To have lead responsibility and accountability for expert advice in a specialist field of knowledge and/or service activity which impacts significantly on the achievement of key outcomes for the Council and its residents.

Job Purpose:

- To support the Director in providing leadership, vision and direction to those engaged in the economic development service in line with the Cabinet's political vision and priorities and to ensure these are translated into delivery and its values are embedded at all levels of the organisation.
- To be accountable for the service performance and operational standards through establishment of clear business goals, ensuring it is delivering value for money services in response to the council's priorities and desired outcomes.

Principal Accountabilities

1. Leading the development of business cases for funding and ensuring a credible and balanced pipeline of investment;
2. To contribute to meeting the City Council's priorities by supporting the delivery of quality, consistent and value for money services through effective business planning, budget and performance management.
3. To support and help promote the City Council in relation to key aspects of local/regional and national strategy, policy and desired business outcomes.
4. To lead on the co-ordination and promotion of the Council's response to strategic issues facing the Council locally, regionally and nationally.
5. To contribute to meeting political, commercial and financial objectives by leading and encouraging the innovation of service delivery methods and improvements through active engagement with councillors, staff, trade unions, service users, communities, schools, partners, providers and businesses to improve outcomes.

6. To lead, develop and empower staff to support their personal achievement and contribution to the delivery of the Council's and service objectives.
7. To utilise control analysis and policy development expertise to ensure positive links between inclusive growth and a breadth of cross-cutting themes
8. To contribute to the development of effective partnerships locally, regionally, nationally and internationally to ensure the delivery of Council priorities.
9. To represent the Council as may be required both regionally and nationally, including with Whitehall and regional partners, and with elected members/cabinet as appropriate
10. To enhance and develop the Council's external profile, its influence and impact. This will be achieved through credible and persuasive communication of the Council's strategic ambition to key business audiences and wider stakeholders
11. To carry out specific corporate roles and assignments and such other duties as appropriate in the role.
12. To promote and implement the City Council's Equality Policy in all aspects of employment and service delivery.