

JOB DESCRIPTION

JOB TITLE:	Economic Development & Policy Manager
GRADE:	SM1 (SCP44-47) (2020/21 £47,672 - £52,454)
BASE:	Guildhall, Quayside, Newcastle upon Tyne, NE1 3AF, subject to relocation within Tyne & Wear
MANAGED BY:	Managing Director
TERM:	Permanent

COVID-19 update: Please note that NEPO is currently following the Government's advice on enabling staff to work from home if it is safe and practical to do so. Therefore, this role will be delivered remotely in an agile way, until NEPO makes any changes to these working arrangements.

1. Summary of Post

- a. Broker, develop and manage and relationships at a senior level with key local stakeholders including; NEPO Member Authorities' Economic Development leads, Local Enterprise Partnerships (LEP), Combined Authority (CA), regional business support organisations, voluntary and community sector leads and other relevant organisations to bring high-level influence to ensure collaborative procurement supports and delivers wider economic impact for the region.
- b. Keep abreast of all regional and legislative developments which may impact economic development within the region and advise the Managing Director on all aspects of policy.
- c. Manage the development of strategy and policy across Collaborative Procurement, including internal operating policies/processes specific to procurement to deliver key economic outcomes.
- d. Actively engage with regional stakeholders and regional anchor institutions to encourage wider collaborative working to promote how procurement activities can support the growth of the North East Economy and maximise Social Value outcomes.

- e. Manage the development of the NEPO training programme for suppliers; the NEPO Business Club, to ensure that the programme meets the wider strategic aims of NEPO

2. Job Purpose

The key duties of this post will include:

Economic Development & Policy

- 2.1 Develop, manage and broker relationships at a senior level with key local stakeholders including NEPO Member Authorities' Economic Development leads, Local Enterprise Partnerships (LEP), Combined Authority (CA), regional business support organisations, voluntary and community sector representatives and other relevant organisations.
- 2.2 Ensure collaborative procurement supports and delivers wider economic impacts for the region and work with Anchor Institutions to promote how procurement activities can support the growth of the North East Economy and maximise Social Value outcomes.
- 2.3 Working with the Managing Director to ensure the NEPO Stakeholder Engagement Group (SEG) provides the appropriate engagement with regional stakeholders to harnesses all available expertise and market intelligence from these groups to assist NEPO in delivering effective Collaborative Procurement activity that supports the growth of the North East Economy and maximise Social Value outcomes.
- 2.4 Manage the development of strategy and policy across Collaborative Procurement, including internal operating policies/processes specific to procurement to deliver key economic outcomes using analysis and intelligence reports to influence recommendations.
- 2.5 Keep abreast of all regional and legislative developments which may impact economic development within the region, and advise the Managing Director on all aspects of policy, economic research, data, and evidence.
- 2.6 Work with the Commercial Manager to develop, utilise, and interpret complex local and national data, evidence, performance information, intelligence, and best practice to support the development of strategies and category plans.
- 2.7 Identify funding opportunities; develop and write detailed professional and evidenced funding bids for NEPO or jointly with Member Authorities and Stakeholders to support the growth of the North East Economy and maximise Social Value outcomes.
- 2.8 Working with the Business Manager, develop an appropriate compliance framework to manage any external funding effectively.

- 2.9 Undertake projects as directed to support the growth of the North East Economy and maximise Social Value outcomes.

Social Value and Supplier Development

- 2.10 Actively engage with regional stakeholders and regional anchor institutions to encourage wider collaborative working to promote how procurement activities can support the growth of the North East Economy and maximise Social Value outcomes.
- 2.11 Work closely with the Procurement Manager to develop, implement, and manage relevant policies and processes to ensure Social Value and the Local Government TOMS model is embedded across all Collaborative Procurement Work Programme activity. Work with the Commercial Manager ensuring that Social Value outcomes are visible and future opportunities to adopt technology to deliver more effective ways of working are adopted.
- 2.12 Support the delivery of the NEPO Social Value Delivery Group and ensure the group effectively works with and engages with wider NEPO governance structure and work activity.
- 2.13 Develop and identify appropriate routes for committed Social Value outcomes to be delivered across the region through effective working with Member Authorities and wider regional stakeholders.
- 2.14 Manage the development of the NEPO training programme for suppliers; the NEPO Business Club, to ensure that the programme meets the wider strategic aims of NEPO, resources are used effectively, and it delivers value for money.
- 2.15 Identify potential sources of future funding to sustain the NEPO Business Club over the longer term.
- 2.16 Working with the Procurement Manager, ensure that all collaborative Procurement activity maximises the opportunity for regional suppliers and regional supply chains using analysis and intelligence reports to influence recommendations and report outcomes.

Personal Disposition and Management

- 2.17 Act as an inspirational role model to a wide range of staff, partners, and stakeholders in a dynamic and changing environment, leading others through changing established ways of operating to enable the delivery of high-quality programmes in a complex and demanding partnership environment.
- 2.18 Lead the development of a more capable, empowered and efficient commercial team by supporting a professional environment for staff to develop sound procurement expertise and the confidence to excel within the procurement profession. Provide opportunities for development through robust performance management, sharing knowledge and role modelling effective commercial

behaviours. To be responsible for the day to day performance management, supervision, and attendance management of staff. Leading by example, motivate and mentor staff to ensure that they are equipped with the knowledge and skills needed to successfully deliver their role.

- 2.19 Advise the Business Manager around the development of effective systems, process and performance management arrangements to deliver high standards of performance. To be responsible for the submission of timely and accurate performance data to ensure there is viability on what activities are taking place and how they are delivering. Working with the Senior Management Team take remedial action where required and inform the Managing Director where there is a potentially significant change against agreed plans or targets.
- 2.20 As a member of the Senior Management Team, demonstrate high professional standards, represent NEPO in a positive and professional manner and contribute to the continuous progress and development of NEPO. Contribute positively to the overall development of Collaborative Procurement and NEPO.
- 2.21 Represent and raise the status of the region, building a broad and professional network at a regional and national level, to increase the influence that can be exerted on matters that concern NEPO and Member Authorities. Ensure that the region speaks with one cohesive voice and remains at the forefront of local and national agendas. Respond on behalf of the region to government consultations affecting procurement.
- 2.22 Using persuasion and influencing skills, work with stakeholders from multiple organisations with different priorities and practice, to remove barriers, resolve conflict and reach a consensus on collaborative outcomes.
- 2.23 To write clear and complete communications to a wider range of audiences, provide advice and consistency within NEPO team around communications, to seek advice, scrutiny and strategic direction from the entire NEPO governance structure as appropriate.
- 2.24 Ensure that the organisation's policies and procedures are consistently adhered to and working with the relevant manager ensure continuous development.
- 2.25 Foster close and effective relationships with colleagues and customers to deliver mutual benefits as part of a regional collaborative team.
- 2.26 To lead the recruitment and selection of staff. To ensure new staff are inducted into the organisation and become productive in a timely manner.
- 2.27 As well as your own health, safety and welfare ensure that staff perform their duties with due regard to the organisation's health & safety policy and procedures.
- 2.28 Take personal responsibility for continued personal and professional development and contributing to the learning and growth of NEPO.

- 2.29 Demonstrating high standards of personal integrity, probity and professionalism at all times, behaving fairly and impartially in all activities with others to build and maintain trust, respect and credibility. Acting as an ambassador and role model for NEPO's vision, standards, desired organisational culture, behaviours and attitudes.
- 2.30 Carry out other duties, engage in development activities and promote the benefits and strategy of NEPO and its service as required and such other responsibilities allocated appropriately to the grade of the post.

3. PERSON SPECIFICATION

Essential

Essential Knowledge of:

- Local and national strategies, policies and legislation relevant to the area of work, including emerging and changing issues
- Economic policy to a high level of competency and proficiency.
- How results, benefits and outcomes related to economic policy can be monitored, tracked and evaluated.
- Economic Development and Commissioning Strategies to understand the role that procurement can play in the local economies of individual authorities and the region as a whole.
- Dealing with senior representatives in public sector to generate and maintain organisational credibility.

Essential Qualifications:

- Recognised management/business degree and/or professional qualifications and/or significant experience in the field.

Essential Experience of:

- Developing complex economic policy, including research and evaluation and implementation in a partnership environment.
- Utilising data and performance information to inform policy and to make continuous programme improvements ensuring value for money in the delivery of outcomes.
- Providing specialist advice and guidance to managers at all levels of seniority, external agencies and other forums on a regular basis.
- Being an effective member of an organisation leadership team.

Desirable

Desirable Knowledge of:

- Working knowledge of the regional challenges facing the public sector.

- Working knowledge of public procurement requirements, including driving value for money and service improvement through procurement

Desirable Experience of:

- Working with and influencing senior business leaders and / or senior executives, elected members and central government to develop and negotiate policy and influence funding in pursuit of local objectives, including presenting professional advice and guidance.
- Working at senior levels within an organisation or partnerships, sometimes in areas of tension and conflict with evidence of sound judgement and an ability to anticipate and plan for future developments and options.
- Using well-developed management skills to think creatively and implement solution and outcome focussed problem solving to initiate and manage change through influence and collaboration.

ENDS