

Job Description

Post Title	Cluster Manager – Space North East England
Job Evaluation	N912291
Grade	13
Service	Regeneration, Economy & Growth
Service Area	Inclusive Growth & Partnerships – Business Durham
Reporting to	Business Growth Director
Location	Your normal place of work is Salvus House, Aykley Heads, Durham, but you may be required to work at any Council workplace within County Durham
Disclosure and Barring Service (DBS)	This post is not subject to a disclosure.
Flexitime	This post is eligible for flexitime
Politically restricted	This post is not designated as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State

Description of role

On behalf of the North East region, Business Durham leads Space North East England, the space cluster in the North East region, funded by and working closely with the UK Space Agency, the Satellite Applications Catapult, the 5 regional universities and a range of industry partners. The role of the cluster is to stimulate and grow the space and satellite applications economy in the North East region, as one of a network of regional space clusters.

This work builds on momentum achieved by the North East Satellite Applications Centre of Excellence, which was led by the Satellite Applications Catapult and hosted by Business Durham since 2014.

The role of the Cluster Manager is to provide strategic direction to Space North East England, growing the capability of the sector by engaging with the space community and working with organisations across industry, academia and government to build a strong and coherent ecosystem in order to deliver tangible outcomes for the benefit of the region. The aim is that the North East is recognised as a leading region within the UK to for the space sector, and as a significant location for businesses to start-up and grow in this emerging sector.

Duties and Responsibilities

- Provide strategic direction to Space North East England (SNEE) and the North East Space Leadership Group (NESLG), working closely with the Chair of the NESLG, including organising and attending meetings of the NESLG and establishing working groups as appropriate.
- Act as a brand ambassador and key contact point for Space North East England and the regional space cluster.

- Build and maintain strong relationships with key partners in the public and private sector regionally and nationally, including business support organisations, universities, government bodies and industry, in order to develop opportunities to grow space sector capability in the North East region.
- Develop and maintain knowledge of the space and satellite applications sector, and keep up to date on factors affecting the economic and innovation landscape for businesses in the sector within the North East region.
- Lead the development and implementation of the strategy for Space North East England working closely with the members of the North East Space Leadership Group and the Business Growth Director.
- Seek and attract suitable sources of funding to support the ongoing development of a strong and coherent ecosystem for the North East space sector, working closely with key partners and stakeholders.
- Lead the development, delivery and management of programmes and projects to support the space cluster in the North East, and ensure appropriate data and records are maintained to meet funding requirements.
- Work closely with regional partners, UK Space Agency Local Growth teams and the Satellite Applications Catapult's Space Enterprise Network and suite of support mechanisms, to develop business and partnership opportunities that are relevant to the North East ecosystem.
- Provide one-to-one support to businesses to ensure they are benefiting fully from the network in the region and nationally by understanding and translating their requirements into relevant support programmes and networks.
- Seek opportunities for regional businesses to participate in space related programmes and to help diversify into new value chains including building consortia of companies to win high value awards, facilitating and supporting the consortia where appropriate.
- Develop and deliver a programme of information, workshop and networking events with the region's space community and support the community to engage beyond the region.
- Ensure the delivery of the KPIs for the Space Enterprise Lab by developing and delivering a programme of activities and networking events at the premises with the regional space community and other partners.
- Lead the marketing activities for Space North East England, including content development for regular communications through e-shots, newsletters, social media, and monitor effectiveness to ensure the sector maintains a high profile regionally and nationally
- Line-manage the team of staff that may from time to time be funded to support the cluster.
- Manage and maintain appropriate data and records relating to income and expenditure against budgets which fall within the post holder's responsibility.
- Ensure company records within the agreed CRM are maintained whilst also respecting the security of sensitive information gathered, maintaining trust and mutual confidence with the businesses who supply the information, and working to data protection guidelines.
- Undertake any such duties as may reasonably be required commensurate with the level of responsibility and competence of the post.

Organisational Responsibilities

Values and behaviours

To demonstrate and be a role model for the council's values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

Smarter working, transformation, and design principles

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

Communication

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

Health, Safety and Wellbeing

To take responsibility for health, safety, and wellbeing in accordance with the council's Health and Safety policy and procedures.

Equality and diversity

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

Confidentiality

To work in a way that does not divulge personal and/or confidential information and follow the council's policies and procedures in relation to data protection and security of information.

Performance management

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council's Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

Quality assurance (for applicable posts)

To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

Management and leadership (for applicable posts)

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council's values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

Financial management (for applicable posts)

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.

Person Specification

Attributes	Essential	Desirable
Qualifications	• Educated to degree level or equivalent and/or be able to demonstrate extensive relevant experience	• Chartered professional / membership of relevant professional body. • Engineering, innovation, economics, business or science related degree or background.
Experience	• Significant experience of engaging, developing and managing business and stakeholder relationships. • Significant experience of strategy development and implementation. • Significant experience of working with multi-agency partnerships and/or Boards. • Experience of project management and delivery of multi-partner/multi-year projects • Experience of delivering public sector/externally funded projects. • Experience of working with sector bodies and funding institutions. • Experience of budgetary/financial management and monitoring. • Experience of line management and/or leading teams.	• Experience of working with universities • Experience of working in the space and/or defence sectors • Experience of sector/cluster development. • Experience of identifying and defining problems and pulling together consortia solutions.
Skills and Knowledge	• Technical knowledge, interest or aptitude in space applications and associated technologies. • Understanding of innovation support landscape in the UK. • Commercial awareness • Ability to initiate and follow up projects. • Confident in making and justifying decisions. • Highly developed effective interpersonal communication skills. • Good presentation skills • Capacity to manage diverse and complex workload. • Strong stakeholder management skills. • Excellent report writing skills.	• Knowledge of the economy and geography of the North East. • Knowledge of the UK space industry • Knowledge of the UK Catapult network • Knowledge of factors affecting corporate decision making, particularly business and economic drivers. • Marketing and communications skills • Bid writing skills

Personal Qualities	• Highly motivated and self-starter • Able to build relations and establish trust • Willingness/ability to work on own initiative and/or as part of a team, maintaining high levels of integrity and discretion. • Ability to work under pressure, and to set and work to deadlines with minimal supervision. • Proactive and positive approach to customer care. • Willingness to undertake flexible working arrangements to meet service and project requirements. • Performance oriented i.e. motivated by a desire to achieve performance targets and deliver a high quality service. • Able to travel within the region, and to national/international events as and when required	• Eager to learn new skills and gain new knowledge to deliver the job.
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