

## CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL JOB PROFILE

<b>DEPARTMENT: Place</b>	<b>SERVICE GROUP: Economic Development</b>
<b>POST TITLE: Partnership &amp; Investments Manager</b>	<b>REPORTS TO: Head of Economic Development</b>
<b>GRADE: SpA</b>	<b>SAP POSITION NUMBER : 50010041</b>

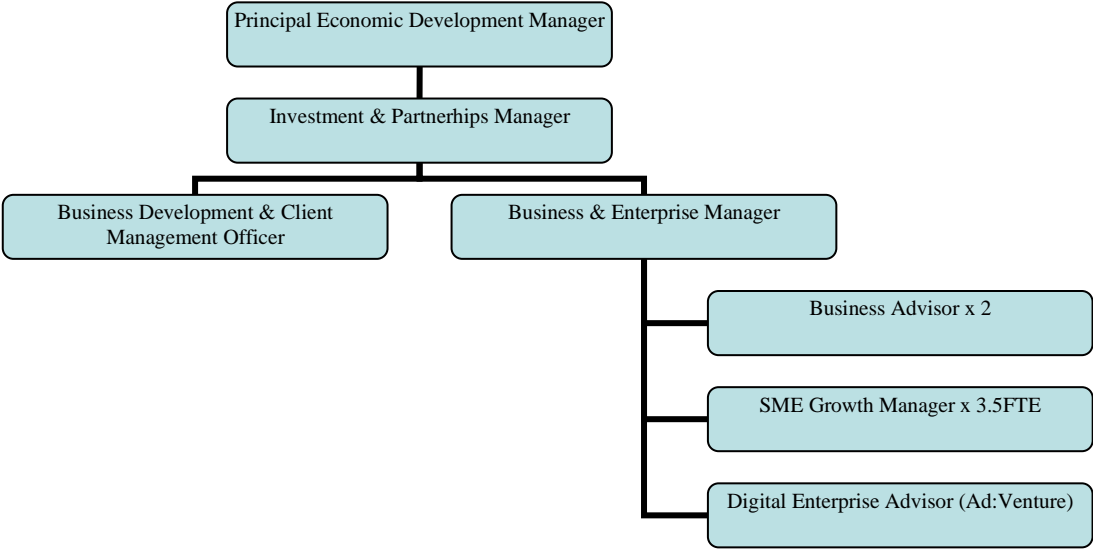
The following information is furnished to help Council staff and those people considering joining the City of Bradford Metropolitan District Council to understand and appreciate the general work content of their post and the role they are to play in the organisation. The duties and responsibilities highlighted in this Job Profile are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis. For posts where employees speak directly to members of the Public the post holder is required to demonstrate their ability to speak fluently in English.

The employee competencies are the minimum standard of behaviour expected by the Council of all its employees and the management competencies outlined are those relevant for a post operating at this level within our organisation.

Both sets of competencies will be used at interview stage and will not be used for short listing purposes. As a candidate/employee you will be expected to demonstrate your ability meet the special knowledge, experience and qualifications required for the role.

<b>Key Purpose of Post: Max 3</b>
Lead responsibility for the Councils business investment and SME growth initiatives. Promoting business investment opportunities in Bradford, generating and managing inward and indigenous investment enquiries and providing companies with advice designed to help them grow.
<b>Main Responsibilities of Post: Max 15</b>
<ol style="list-style-type: none"> <li>1. To have responsibility for the development and delivery of investment and enterprise services, ensuring that policies, systems and procedures are in place to enable the effective delivery of services and outputs are delivered on time and to budget.</li> <li>2. Work with Leeds City Region LEP to ensure investment and enterprise support instruments are designed to reflect the needs and aspirations of the Bradford District.</li> <li>3. Representing the Council on local and City Region based boards and steering groups, ensuring that the Council and the Districts interests are served.</li> </ol>

4. Liaising and working with senior council officers and external partners such as Bradford Chamber to address key economic/regeneration issues.
5. Establishing high level working relationships with key regeneration partners, Including senior executives of investing businesses, WYCA, government departments and other stakeholders.
6. Delivery of the Services contributions to Council and Partners' key strategic documents including the Economic Strategy, Service Plan and provide information for corporate documents and strategies.
7. Monitor and review performance against stated objectives in the service plan and other key documents. Plan and implement processes and plans to deliver continuous improvement.
8. Develop and deliver marketing initiatives designed to promote Bradford as an investment location and services offered by the Council and partners to companies. This will include the direct delivery and/or commissioning of events, sponsorship and marketing collateral.
9. Organising and representing the council during inward and outward trade and business missions organised via intermediaries such as LCR LEP. Leading on arranging an effective Council presence at key investment events such as MIPIM and MIPIM UK.
10. Providing business support targeted at development of key sectors and assisting local supply chain development.
11. Identifying high growth businesses and providing customised assistance through key account management.
12. Representing the team and the Council on key networks such as the Property Forum and the Professionals Network
13. Identify creative solutions to problems and challenges.
14. Provide advice, expertise and support to management team, Executive, Elected Members, Improvement Committees and communities in matters relating to Economic Development services and including assisting in preparing responses to consultations.
15. Responsible for the Economic Development Team's client management system, producing monthly activity reports for senior management.

<p><b>Structure</b></p>  <pre> graph TD     A[Principal Economic Development Manager] --&gt; B[Investment &amp; Partnerships Manager]     B --&gt; C[Business Development &amp; Client Management Officer]     B --&gt; D[Business &amp; Enterprise Manager]     D --&gt; E[Business Advisor x 2]     D --&gt; F[SME Growth Manager x 3.5FTE]     D --&gt; G[Digital Enterprise Advisor (Ad:Venture)]         </pre>	
<p><b>Special Knowledge Requirement: Will be used in shortlisting. Max 10</b></p> <p><b>Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column.</b></p>	
	Essential
<p>Due to the Government's Fluency in English for posts where employees speak directly to members of the public the postholder is required to meet the <u>Advanced threshold</u> level which will be applied where the postholder requires a greater level of sensitive interaction with the public.</p> <p>You must be able to demonstrate that you can express yourself fluently and spontaneously (this will also be tested during the interview).</p>	x
Ability to develop strong and lasting relationships with businesses, stakeholders, intermediaries and funders	x
Has an in-depth knowledge of current business support products and services	x
Demonstrates an excellent understanding of the District's economy and assets including property and development opportunities	x
Use, interprets, analyses and communicates complex information from a variety of sources.	x
Able to deliver a service that is regularly reviewed against changing business requirements and changes are made where necessary to improve performance or adjust to different business circumstances	x
Deliver formal presentations, often to less familiar audiences, handling questions confidently and outlining areas clearly and simply	x
Responds to complex investment enquiries, providing appropriate support to client organisations ensuring the best outcomes for the District	x
Ability to create inward investment content to support marketing and business development activity	x
In depth understanding of the challenges affecting business competitiveness and plans for growth, and of sector-specific and general economic intelligence	x

Has detailed knowledge of inward investment/economic development and the drivers in inward investment decision making.	x
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**Relevant experience requirement: Will be used in shortlisting**

The applicant is required to provide evidence of having previously spoken fluently to members of the public in order to meet the advanced threshold standard outlined under Special Knowledge above.

Demonstrable experience of promotion of locations as a place to invest and do business

Experience of delivering key account management for a wide range of businesses/investors

Experience of managing budgets and teams

**Relevant professional qualifications requirement: Will be used in shortlisting**

Degree Level or Equivalent plus a minimum of five years experience in a senior position with an inward investment role or a minimum of seven years experience in a senior position with an inward investment role

**Core Employee competencies at manager level to be used at the interview stage.**

**Carries Out Performance Management** – covers the employees capacity to manage their workload and carry out a number of specific tasks accurately and to a high standard.

**Communicates Effectively** - covers a range of spoken and written communication skills required as a regular feature of the job. It includes exchanging information/building relationships, giving advice and guidance, counselling, negotiating and persuading and handling private, confidential and sensitive information.

**Carries Out Effective Decision Making** - covers a range of thinking skills required for taking initiative and independent actions within the scope of the job. It includes planning and organising, self effectiveness and any requirements to quality check work.

**Undertakes Structured Problem Solving Activity** - covers a range of analytical skills required for gathering, collating and analysing the facts needed to solve problems. It includes creative and critical thinking, developing practical solutions, applying problem solving strategies and managing interpersonal relationships.

**Operates with Dignity and Respect** - covers treating everyone with respect and dignity, maintains impartiality/fairness with all people, is aware of the barriers people face.

**Management Competencies: to be used at the interview stage.**

**Operates with Strategic Awareness** Our managers work with corporate priorities and policies in a joined up way with others, internally and externally. Works democratically, transparently and accountably.

**Practices Appropriate Leadership** Our managers motivate their staff to exceed expectations through raising their awareness of goals and moving them beyond self interest for the sake of the team or service. They consider serving the District in all that they do.

**Delivering Successful Performance** Our managers monitor performance of services, teams & individuals against targets & celebrate great performance. They promote the District's vision & work to achieve Council's values & agreed outcomes.

**Applying Project and Programme Management** Our manager's work to ensure that outcomes and objectives are achieved within desired timescales, make best use of resources and take a positive approach to contingency planning.

<b>Developing High Performing People and Teams</b> Our managers coach individuals and teams to achieve their potential and take responsibility for continuous improvement. They champion the Council's values and goals.		
<b>Working Conditions:</b>		
Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010 in relation to Disability Provisions.		
<b>Special Conditions:</b>		
You will be informed if there is a requirement for the post to have recruitment checks such as DBS, Warner Process.		
<b>Compiled by:</b> <b>Clare Wilkinson</b>  <b>Date: May 2017</b>	<b>Grade Assessment</b> <b>Date:</b> <b>30/06/17</b>	<b>Post Grade: SpA</b>