

## Director – Policy & Partnerships

### Grade 16

#### **Our Vision**

An innovative, ambitious and sustainable county, where everyone has the opportunity to prosper, be healthy and happy.

#### **Our Outcomes**

We want everyone in Staffordshire to:

- Have access to more good jobs and share the benefit of economic growth
- Live in thriving and sustainable communities
- Be healthier and more independent for longer

#### **Our Values**

Our People Strategy sets out what we all need to do to make Staffordshire County Council a great place to work, where people are supported to develop, flourish and contribute to our ambitious plans. Our values are at the heart of the Strategy to ensure that the focus is on what is important to the organisation and the people it serves:

- Ambitious – We are ambitious for our communities and the people of Staffordshire.
- Courageous – We recognise our challenges and are prepared to make courageous decisions.
- Empowering – We empower and support our people by giving them the opportunity to do their jobs well.

#### **About the Service**

The Midlands is a region of pioneering minds, thriving industry, great beauty, inspiring heritage and incredible people; of vibrant cities, bustling towns, flourishing rural areas and welcoming communities. The Midlands is a region to

be proud of. It is a region of huge potential, driving a quarter of England's exports and the country's largest economic area outside London and the Southeast. It is the place that over 10 million people call home.

The Midlands Engine Partnership brings voice and vision to the Midlands. We exist to convene and connect; to act as a focal point and a unifying force to accelerate growth by operating at scale; enabling economic transformation and promoting our region at home and abroad. We bring together public and private sector partners in order to amplify our capacity; enhance our capabilities and create added value for the greater benefit of our region's places, people, businesses and communities.

## **About the Role**

The Director of Policy and Partnerships is accountable to the Chief Executive for ensuring the national policy environment is supportive of regional growth, and amplifies partner priorities for economic growth.

This role is a critical and highly visible role within the Midlands Engine team, working with the CEO of the Midlands Engine and the Head of Corporate Enablers, it is a pivotal role in terms of enabling delivery of the Midlands Engine Business Plan through the broad partnership base of Midlands Engine.

The role combines both proactive and reactive support and will involve close working with a wide range of senior leaders and as such, travel throughout the region will be part of the role.

The postholder will, as needed, deputise for the CEO of the Midlands Engine, with responsibility for key work programmes and providing strategic expertise that enables the delivery of priorities within the Midlands Engine Business Plan. The role will have a firm focus on accountability and delivering results. The ideal candidate will be outward looking, collaborative with partners and with Midlands Engine colleagues, relish in the 'big picture' and the detail, promote partners' successes and be curious and flexible.

**Political Restriction:** This position is considered as a Politically Restricted Post under the Local Government and Housing Act 1989 and subsequent

amendments introduced by the Local Democracy, Economic Development and Construction Act 2009.

## **Reporting Relationships**

**Responsible to:** Midlands Engine Chief Executive Officer

**Responsible for:** Matrix management for the Secretariat team including direct reports for; Policy Manager (Grade TBC) x 1, Project Manager (Grade 10) x1, Programme Support Officer (Grade 9) x1 and National Graduate Trainees x 2

## **Key Accountabilities:**

1. Take responsibility for building and maintaining effective relationships with senior politicians, leaders and influencers in the private and public sector, regionally, nationally and internationally to gain their input and buy-in to the activities proposed in the Business Plan.
2. Through the development stage process of the Business Planning, jointly lead with the Head of Corporate Enablers on identified priorities for action.
3. During the business plan delivery stage take responsibility for the delivery of the activities set out in the Business Plan, agreeing with the Head of Corporate Enablers adjustments where required to ensure objectives are achieved.
4. Develop and grow effective partnership networks, enabling joint working arrangements and relationships with organisations and individuals to facilitate the delivery of the Midlands Engine Business Plan and identify new opportunities.
5. Initiate and lead in the management of strategic business relationships designed to accelerate growth.
6. Ensure that all partners of the Midlands Engine are actively engaged in the development and delivery of all Midlands Engine programmes of work, taking direct steps to address this where issues arise.
7. To identify with partners opportunities to enable economic growth across every part of the Midlands.
8. Initiate and lead others in the development of new programmes and

initiatives where needed and achieve consensus on complex proposals in the field of economic development.

9. Lead on identified regional work strands within the Midlands Engine Business Plan, working successfully across the Midlands Engine partnership.

10. Take a matrix management approach for the secretariat and responsibility for direct reports ensuring that direct reports have clear, deliverable and accountable plans in place.

11. Oversee the delivery of partnership priorities – both challenging these arrangements and ensuring coherence of, and timely delivery.

12. Be fully responsible for the delivery of identified strategic programmes within the agreed business plan, mapping clearly defined outcomes, key objectives and setting short, medium and long-term business, performance and quality targets.

13. Ensure the CEO is enabled by close working with the post holder and shared or individual leadership on assigned programmes of work. Also, in deputising for the CEO as needed and acting as an ambassador for the Midlands Engine, speaking at events and meetings with senior politicians and leaders.

14. Preparing and presenting data at Board level – provide and maintain clear records on progress against delivery of the Business Plan, leading on the preparation and publication of timely, concise, accurate reports and forward proposals.

15. Developing and overseeing the work of others to develop technically comprehensive and strategically aligned business cases and propositions, which are robust and attractive as investment propositions within the Midlands Engine.

16. Be willing and able to contribute positively and flexibility, as might be needed, to a dynamic team on a rapid growth trajectory through a time of exciting organisational change.

This post is designated as a casual user.





The content of this Job Description and Person Specification will be reviewed on a regular basis.

## Person Specification






A = Assessed at Application

I = Assessed at Interview

T = Assessed through Test

Minimum Criteria for Disability Confident Scheme *	Criteria	Measured by
		A=assessed at Application I=assessed at Interview T=assessed through Test
	<b>Qualifications/Professional membership</b> <ul style="list-style-type: none"> <li>Educated to degree level or equivalent and/or extensive experience in the relevant work areas.</li> </ul>	A
    	<b>Knowledge and Experience</b> <ul style="list-style-type: none"> <li>Experience of handling conflict and managing sensitive issues to achieve positive outcomes.</li> <li>Significant experience of developing positive relationships with relevant stakeholders</li> <li>Evidence of leading and motivating others including giving clear direction and exemplifying the values and behaviours required.</li> <li>Experience of initiating, leading and managing positive cultural change at a senior and strategic level.</li> <li>Experience of initiating and developing joint working /partnerships that are purposeful.</li> <li>Evidence and experience of leading performance management culture and processes</li> <li>Significant senior experience in the economic/ international development/ investment/ commercial arena, demonstrating a successful commercial background and an ability to lead development and business opportunities.</li> <li>Knowledge and proven ability in applying good governance, precise financial and performance management and enabling delivery with measurable impact.</li> <li>Knowledge of investment strategies and public and private sector funding opportunities and regimes</li> <li>Experience of working effectively in a large partnership organisation at a senior and strategic</li> </ul>	A  A I  I I A  A  A/I  I



    	<p>level, involving the leadership and management of diverse work areas</p> <ul style="list-style-type: none"> <li>• Experience of initiating and supporting others in the development of new programmes and initiatives and to achieve consensus on complex proposals in the field of economic development.</li> <li>• A track record with extensive experience leading major programmes and projects within a complex public/private sector partnership setting, towards mutually beneficial objectives, underpinned by relevant professional and managerial qualifications.</li> <li>• Significant experience of working effectively in an organisation at a senior and strategic level, involving the leadership and management of diverse work areas, with regional and/or national reach</li> </ul>	<p>A/I</p> <p>A</p> <p>A</p>
  	<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Proven negotiation skills together with the ability to build sound relationships with senior stakeholders.</li> <li>• Excellent influencing, persuading and negotiating skills able to enthuse and lead others to contribute towards achieving organisational success.</li> <li>• First class verbal and written communication skills demonstrating clarity of thought and ability to process complex information.</li> <li>• Ability to create and instil a shared vision, values and an organisational climate for success within the service and the wider organisation.</li> <li>• Ability to shape services to address priorities and to integrate and align services with complimentary activities across the partnership.</li> <li>• Ability to create an environment of trust, fairness and openness.</li> <li>• Ability to strengthen the role of the Secretariat by inspiring partners towards actions to achieve the delivery of their plans.</li> <li>• Ability to raise the Midlands Engine profile and reputation at a national and international level.</li> <li>• Able to provide a service to a diverse range of partners, colleagues, etc to promote good relations and equality.</li> <li>• Ability to work outside normal office hours including weekends and evenings.</li> <li>• Be “on call” out of hours when required.</li> </ul>	<p>I/T</p> <p>I/T</p> <p>I/T</p> <p>I/T</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>A</p> <p>A</p>

	<ul style="list-style-type: none"> <li>• Ability and willingness to travel both inside and outside the Midlands area as required.</li> <li>• Ability to work from home when required.</li> <li>• Committed to own development.</li> <li>• Honesty and Integrity</li> </ul>	A A A
	This post is designated as a casual car user	



If a disabled person meets the criteria indicated by the Disability Confident scheme symbol and provides evidence of this on their application form, they will be guaranteed an interview.

We are proud to display the Disability Confidence Symbol, which is a recognition given by Job centre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention, and career development of disabled people.

If you need a copy of this information in large print, braille, another language on cassette or disc, please ask us by contacting  
Talent & Resourcing Team 01785 278300