Global and Investment Project Manager

Grade 10

Our Vision

The Midlands is a region of pioneering minds, thriving industry, great beauty, inspiring heritage and incredible people. Our region is a place of vibrant cities, bustling towns, flourishing rural areas and welcoming communities. From Shropshire in the west to Lincolnshire in the east, from Derbyshire in the north to Herefordshire in the south, we are the beating heart of the UK.

The Midlands Engine convenes a wide range of partners, from small businesses and universities to global multinationals, public sector bodies and government agencies, bringing voice and vision to the Midlands. We provide crucial focus and connection so that, together, we can act now with commitment and purpose to drive economic prosperity for the nation and for the benefit of our region’s places, people and future. And now, we’re looking for dedicated, skilled people to be part of that future.

Reporting Relationships

Responsible to: Midlands Engine Head of Global and Investment

Responsible for: Not applicable

Key Accountabilities:

* Lead on the planning and delivery of Global & Investment projects, including working with a range of senior stakeholders across sectors and partner organisations to organise events, commissions and strategic plans.
* Deputise for the Head of Global & Investment as required across project leadership, stakeholder engagement and being an ambassador for the Midlands Engine Partnership.
* Curate and expand the Midlands Investment Portfolio, ensuring the information presented is accurate and developing new content in support of partners and investors.
* Responsible for delivering innovative approaches to platform & present the region domestically and internationally, working with partners to benefit from identified opportunities, such as through agglomerating regional investment propositions, and other international activity.
* Represent the Midlands Engine Partnership in regional, national and international contexts, including to senior representatives of partner organisations, investors and business groups.
* Establish a network of contacts and sources (including partners and the Midlands Engine Observatory) to gather intelligence on local, national and international global & investment trends and initiatives, using experience of investment and/or international working to relate them to the Midlands Engine context in order to identify value-add opportunities.
* To lead on monitoring and reporting on Global & Investment commissions and projects, providing oversight of ongoing work and milestone progress against the business plan.
* Contribute to a culture that delivers results through continual improvement and organisational development, putting our partners first and acting as required.
* Take responsibility for service delivery and performance management of own work through undertaking agreed development opportunities, delivering against clearly defined outcomes and key objectives. Take responsibility for the setting of short, medium- and longer-term performance and quality targets.
* Work collaboratively and flexibly as part of a small, dedicated team with a range of stakeholders, including businesses, partners, VIPs and potential sponsors, and being sensitive of the political environment within which the Midlands Engine operates. Bringing experience of working within complex organisations to apply a proven track record of managing and successfully delivering high quality work.
* Prepare reports, briefings and papers, and undertake research and present visuals / text with a high degree of accuracy / visual impact for partner meetings where required, including Midlands Engine governance boards and other opportunities as might be appropriate.

**Professional Accountabilities:**

The post holder is required to contribute to the achievement of the Midlands Engine objectives through:

**Financial Management**

Personal accountability for delivering services efficiently, effectively, within budget and to implement any approved savings and investment allocated to the service.

**People Management**

Engaging with People Management policies and processes

**Equalities**

Ensuring that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

**Climate Change**

Delivering energy conservation practices in line with the ME climate change strategy.

**Health and Safety**

Ensuring a work environment that protects people’s health and safety and that promotes welfare, and which is in accordance with the Council’s Health & Safety policy.

**Safeguarding**

Commitment to safeguarding and promoting the welfare of vulnerable groups.

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

**Person Specification**

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| **Minimum Criteria for Disability Confident****Scheme \*** | **Criteria** | **Measured by**A=assessed at ApplicationI=assessed at InterviewT=assessed through Test |
| **employer_small****employer_small** | **Qualifications/Professional membership*** Educated to degree level or equivalent and/or extensive experience in the relevant work areas.
* Desired project management qualification (e.g. Prince2 or equivalent)
 | AA |
| **employer_small** **employer_small****employer_small** **employer_small** | **Knowledge and Experience*** Significant proven experience of project planning, delivery and management
* Significant experience of working internationally and/or in an investment context
* Knowledge of investment strategies and public and private sector funding opportunities and regimes
* Experience of developing and delivering successful projects against a wider strategy
* Experience of using a data to identify trends, gaps and opportunities, including developing solutions and related projects.
* Experience of initiating and developing joint working/partnerships that are purposeful.
* Experience of working in partnership with internal and external agencies and large complex organisations
* Experience of handling conflict and managing sensitive issues to achieve positive outcomes at all levels within the organisation.
* Experience of developing positive relationships with relevant stakeholders
* Evidence of leading and motivating others including giving clear direction and exemplifying the values and behaviours required.
* Experience of managing time across multiple priorities
* Experience of managing budgets
 | A/IA/IA/IA/I/TA/IA/IA/IA/IA/IA/IA/I |
| **employer_small** **employer_small****employer_small** | **Skills*** Project management and organisational skills, with experience of working to tight deadlines in order to meet challenging targets, whilst maintaining good attention to detail
* Excellent data skills including analysis and use of data and evidence in developing proposals and decision making
* Excellent IT skills including use of web content management systems, social media, plus standard word processing, spreadsheet
* Excellent influencing, persuading and negotiating skills able to enthuse others to contribute towards achieving organisational success
* First class verbal and written communication skills demonstrating clarity of thought and ability to process complex information
* Able to lead a service to a diverse range of partners, colleagues, etc to promote good relations and equality
* Ability to create an environment of trust, fairness and openness
* Ability to strengthen the role of the Midlands Engine by inspiring partners towards actions to achieve the delivery of their plans
* Ability to shape services to address priorities and to integrate and align services with complimentary activities across the partnership
* Ability to manage time effectively and prioritise according to need
* Ability to lead in a business focused way within complex political, administrative and multi-agency processes to initiate change
* Ability to create and instil a shared vision, values and an organisational climate for success within the service and the wider organisation
* Ability to work on own initiative and lead a team, to secure commitment to the implementation, delivery and monitoring of work
* Ability to work as part of a team, and 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
* Proven negotiation skills together with the ability to build sound relationships with senior stakeholders and make sound financial decisions
* Ability to contribute to the Midlands Engine profile and reputation at a national and international level
* Strong interpersonal skills, able to build successful relationships across a range of colleagues and stakeholders
* Ability to work outside normal office hours
* Ability and willingness to travel both inside and outside the Midlands area as required
* Ability to work from home when required
* Committed to own development
* Honesty and integrity

This post is designated as a casual car user. | A/I/TA/TI/TI/TA/I/TII/TI/TIIA/IA/IA/IA/IA/IIA/IAAAAA |

**** 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 Jon.poxon@midlandsengine.org

**Shared Services on 01905 947446**