

**Job Description****Regeneration Services**

<b>Post Title</b>	<b>Team Leader – Employment &amp; Enterprise</b>		
<b>Post Number</b>	<b>BG10711 (Covering BG09907)</b>	<b>Grade</b>	<b>Scale 9</b>
<b>Base</b>	<b>Business Resource Centre</b>	<b>Hours of Work</b>	<b>37</b>
<b>Car User Allowance</b>	<b>Casual</b>	<b>Disclosure</b>	<b>No</b>
<b>Contact</b>	<b>Leanne Connor</b>	<b>Updated</b>	<b>April 2014</b>

**Principal Job Purpose**

Responsible to: Team Manager, Economic Development

Responsible for: Managing the Enterprise and Employment Team, including Tourism, in developing and delivering a range of activity to stimulate enterprise and support sustainable employment within Blaenau Gwent.

Developing, implementing and monitoring the business plan for the VITCC and General Offices.

**Principal Accountabilities**

1. Provide management and direction to the staff within the Employment and Enterprise Team, including Tourism and those based at the VITCC and General Offices.
2. Support the Team Manager (Economic Development) in the business planning process to include managing risk and performance, preparing information for reporting in line with directorate and corporate requirements.
3. Co-ordinate the development and manage the implementation of a business plan for the VITCC and General Offices, ensuring all potential options are thoroughly

evaluated concerning its future use and; monitor the associated budgets and oversee the day to day operational activity.

4. Oversee the delivery of an effective range of financial and non-financial employment and enterprise support services for individuals and new start up business in Blaenau Gwent to include European/other externally funded schemes; monitoring of associated budgets and performance measures.
5. Lead the development and implementation of a range of activity aimed at stimulating and developing an enterprise culture within Blaenau Gwent; contributing to the work of the South East Wales Directors of Environment and Regeneration Regional Framework and representing the Council on the task and finish groups working towards securing European funding for new and the continuation of current projects.
6. Lead the development and co-ordination of support for local individuals to access identified employment opportunities, working with relevant stakeholders to avoid duplication and optimise impact of service delivery.
7. Contribute to the development and implementation of the Ebbw Vale Enterprise Zone, specifically on projects to address supply and demand issues relating to employment skills and managing inward investment enquiries.
8. Manage the development of local enterprise and employment support networks, encouraging co-operation, collaboration, innovation and business growth, monitoring impact and making recommendations on membership, agenda items, potential opportunities etc.
9. Promote the Community Benefits agenda internally and with external organisations and identify opportunities to maximise the use of social clauses in the procurement process.
10. Formulate an agreed annual programme of work ensuring the availability of resources for its delivery. Monitor programme delivery and report to senior management and committees as required.
11. Represent the Authority at all levels on matters relating to the specialist functions of the Section, this includes Executive/Scrutiny Meetings, Fora for Government Policies and other Government Agencies.
12. Prepare and present reports to relevant corporate and political management/ monitoring groups.
13. Identify areas of weakness within the service and develop systems to ensure continuous improvement.
14. Adhere to the principles of the Corporate Equality Policy and ensure commitment to anti-discriminatory practice.
15. Monitor Health and Safety within the office environment and on site working areas ensuring the early identification of potential hazards and minimising risk.

## Person Specification

### Team Leader, Economic Development – Employment and Enterprise

#### 1. Qualifications & experience

Qualifications/relevant experience	Assessment Method				
	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
Educated to degree level or hold a post graduate qualification in an economic development related or relevant field	Essential	✓			
Experience in economic development and/or business support	Essential	✓	✓		
Proven experience of working at senior level within a relevant environment	Essential	✓	✓		
<b>Other experience</b>					
Proven experience of managing teams and people	Essential	✓	✓		
A recognised Project Management Qualification such as Prince 2 (Practitioner Level) or equivalent.	Desirable	✓	✓		
Experience in working with external contractors and organisations to deliver benefits arising from the implementation of social clauses	Desirable	✓	✓		
Experience of managing externally funded projects including grant schemes	Essential	✓	✓		
Experience of appraising business plans and accounting information and making informed recommendations with regards to grant support	Essential	✓	✓		
Experience of working with the private sector to identify issues relating to business growth:	Essential	✓	✓		
In particular relation to the skills development agenda	Desirable	✓	✓		
<b>Knowledge/Skills</b>					
Knowledge of the current business support landscape within Wales	Essential				
Knowledge of the Enterprise Zone initiative in Wales	Desirable	✓			
Knowledge of the global, regional and local economic climate and interventions aimed at addressing current issues	Essential	✓	✓		✓

#### 2. Special Requirements

	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
Full driving license	Essential	✓			

#### 3. Personal Competencies

All competencies are regarded as essential, although it is recognised that some may be achieved over a period of time. All employees are expected to continually develop their competencies in line with the appropriate framework.

In addition to those assessed as part of the recruitment process, competencies will be assessed during the probationary period and afterwards through the Authority's performance coaching scheme.

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation,	Probationary Period/ Performance

				discussion group, simulation, etc (please specify)	Coaching
<b>Leading People</b>	Sets the standard of leadership for the service				✓
	Provides clear direction and goals for the service				✓
	Takes direct responsibility and is accountable for actions				✓
	Ensures the principles of equality and diversity are embedded in the service				✓
	Recognises and celebrates others' contributions & achievements				✓
	Challenges inappropriate behaviour				✓

		<b>Assessment Method</b>			
Topic	Competencies	App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
<b>Communicating the Vision</b>	Translates the vision into operational objectives				✓
	Develops long term objectives and strategies for own service area to achieve the vision				✓
	Proactively promotes the vision to others				✓
	Ensures others understand how their role contributes to achieving the vision				✓

		<b>Assessment Method</b>			
Topic	Competencies	App Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
<b>Facilitating High Performance and Results</b>	Is committed to continually improving performance of self and others				✓
	Sets ambitious performance targets and priorities for self and others				✓

	Gives regular, constructive feedback on team/individual performance				✓
	Motivates others to achieve and improve performance				✓
	Recognises and celebrates success				✓
	Challenges poor performance appropriately				✓
	Seeks learning opportunities from results				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
<b>Maximising Potential</b>	Encourages and develops personal accountability in others				✓
	Encourages others to think for themselves				✓
	Promotes risk-taking and supports appropriately				✓
	Develops the skills, experience, and ambition of others at all levels to enhance flexibility of services				✓
	Promotes development in self and others				✓
	Supports and trains others in own areas of expertise				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
<b>Communicating</b>	Promotes a culture of open communication				✓
	Communicates effectively, using a variety of styles, with a broad range of people				✓
	Creates and develops networking opportunities to influence				✓
	Actively listens and respects others' points of view				✓
	Checks own and others' understanding				✓

		<b>Assessment Method</b>			
Topic	Competencies	App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
<b>Making Informed Decisions</b>	Considers implications of proposed decisions				✓
	Ensures decisions link to continually improving performance				✓
	Understands problem solving is part of the improvement process				✓
	Has the confidence to make ambitious, difficult, or unpopular decisions				✓
	Is able to justify and explain decisions				✓

		<b>Assessment Method</b>			
Topic	Competencies	App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
<b>Working together</b>	Understands partnerships in the context of the "big picture"				✓
	Promotes and contributes to multi-agency partnerships to continually improve services for the citizen				✓
	Networks effectively internally and externally				✓
	Identifies the expertise of others				✓
	Proactively shares knowledge and information				✓
	Seeks out the most appropriate people to contribute to partnership working, both inside and				✓

	outside the service				
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Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
<b>Promoting a Citizen Centred Culture</b>	Recognises the importance of contributions from the community to setting and achieving continually improving services				✓
	Promotes and develops a continually improving citizen-focused culture within the service				✓
	Contributes to initiatives enabling regular consultation and feedback from citizens on the quality and appropriateness of service delivery.				✓
	Engages with the community appropriately and respectfully				✓
	Is an ambassador for the organisation and the community it serves				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
<b>Working With Councillors</b>	Establishes and continually improves positive and appropriate interaction with all Councillors				✓
	Provides timely, constructive, high quality professional advice to assist the political decision making process				✓
	Abides positively with the protocols relevant to the political relationship				✓
	Is confident to refer enquiries to others when appropriate				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
<b>Pushing the Boundaries</b>	Regularly and constructively challenges the status quo				✓
	Proactively thinks how potential change will affect the citizen				✓
	Taps into the innovative and creative potential of others				✓
	Considers different methods/approaches				✓
	Encourages others to suggest new ideas				✓
	Supports and develops others' ideas				✓
	Looks creatively inside and outside the organisation for new ideas and actively shares good practice				✓