

ROLE PROFILE

Job Title:	Head of Business, Innovation and Skills Policy	Job Code:	PD/B1
Department:	Policy and Development	Version:	1.0
Reports To:	Director, Policy and Development	Date Created:	April 2021
No. of direct reports:	circa. 5	Member of:	Senior Management Team
No of employees in function:	circa. 15	Grade:	O
		Budget:	circa. £2m

Is this a politically restricted Post?	Yes/No <i>(*if yes, see our policy on what this means)</i>
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ORGANISATIONAL CONTEXT

Our Vision as an organisation is:

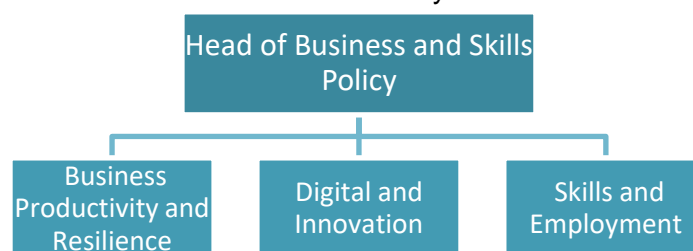
To be a globally recognised economy where good growth delivers high levels of prosperity, jobs and quality of life for everyone.

To achieve this we will:

Secure the means to deliver projects and services needed for growth in the Leeds City Region (LCR), be its voice nationally and internationally, and build the partnerships to ensure the best economic outcomes.

Our department contributes to this by:

Producing economic policies, developing strategies and securing the resources and powers that will drive our economy forward.



Job Overview:

- Responsible for the leading, planning, delivery and strategic development of the Mayoral Combined Authority's economic policies, including business, industry, skills, and innovation, contributing to the overarching Strategic Economic Framework and vision for West Yorkshire, including the recovery from Covid-19.
- Responsible for the development of programmes, investments and pipelines to further the region's ambitions for a strong and inclusive economy, through growing resilient, productive businesses; harnessing digital; driving innovation; and creating opportunity for higher skills. Work in collaboration with other directorates to ensure seamless transition from development to delivery.
- Building strong and trusting partnerships with other local authorities and businesses to order to co-develop solutions for the region.
- Securing investment to further the ambitions set within the policies you lead, ensuring there is a robust evidence-based pipeline of programmes and investments is developed and maintained.
- Be a key adviser to the Mayor and Combined Authority members on policy matters relating to your subject areas.

- Ensure the Combined Authority (CA) and its partners have strong policy foundations to transform economic and social outcomes for residents and businesses across West Yorkshire and the Leeds City Region, with a particular focus on Inclusive Growth.

- © Shape and deliver the objectives of your function to support the West Yorkshire Combined Authority in achieving its vision.
- © Take a pro-active corporate role in the leadership of the organisation, including participation and delivery of the Senior Management Team (SMT) objectives.
- © Responsible for providing strategic direction for corporate processes and ensuring that these are delivered at all times.
- © Be a visible and ardent leader, promoting partnership working across the organisation. Influence, develop and motivate your team, taking a positive approach to their development.
- © Be a champion of tackling inequality, ensuring that equality, diversity and inclusion are riven through the work and behaviour of your teams.

CRITICAL SUCCESS FACTORS

We break each job down to explain the critical areas for success, ranked by importance. These indicate the end result or outputs for which the role holder is responsible.

People Management:

- © Champion partnership working across the organisation and externally. Integrate the work of the function to the wider organisation and partnership and support the leadership team in the achievement of the Combined Authority's vision.
- © Provide clear direction to your team in both the short and long term including developing, motivating, rewarding and strategic succession planning.
- © Create and demonstrate a strong performance management culture, ensuring that people are accountable for the delivery of results.
- © Create the right working environment for your team, with a solid ethic of working towards achievement of our vision, utilising the Combined Authority's policies and procedures.
- © Take a proactive approach to management of change and recruitment processes, leading consultation meetings and interviews.
- © Ensure appropriate communication channels are in place and effective between you and your direct reports.

Technical Duties:

- Lead and be responsible for the development, implementation, monitoring and results of policies on business and productivity, innovation and digital, industries and sectors, skills and employment and others as required, in order to improve economic and social outcomes for people in West Yorkshire.
- Ensure the West Yorkshire Combined Authority, LEP and associated Boards have a pipeline of policies, projects, programmes and investments under development that achieve the goals of the Strategic Economic Framework and West Yorkshire vision.
- Lead your Policy Team's work across a flexible portfolio of economic policy matters in response to changing events, providing thought leadership and insight.
- Ensure the Combined Authority is represented in external public and stakeholder forums and participate in raising the profile of Leeds City Region via innovating and leading edge policy and strategy development.
- Ensure strong partnership with public and private stakeholders in the formulation of policy and strategy.
- Ensure senior politicians and chief executives/directors (both in the CA and in partner bodies) are provided with high quality policy advice, including committee reports, briefing papers, presentations and project proposals. Provide policy advice directly to the Mayor, West Yorkshire Combined Authority, Local Enterprise Partnership (LEP) & associated Boards.
- Secure resources and investment for the programmes within your areas of responsibility.
- To ensure proactivity in developing West Yorkshire's reputation as a place of ambitious and transformative work that delivers tangible results for residents and businesses. Understand and

influence the national policy landscape to further the Mayoral Combined Authority's objectives.

- © Accountable and responsible for shaping and delivery of results/policy/objectives/strategy in line with Combined Authority's strategic vision.
- © Typically works on horizons of one year, in line with the objectives set in the business plan.
- © Lead by example on health & safety matters, ensuring compliance with the Combined Authority's health and safety policy.

Financial:

- © Budget Controller, ensuring compliance with the Corporate Standing Orders and the Financial Regulations.
- © Deliver financial results against corporate Key Performance Indicators.
- © Analyse and appraise financial related information ensuring financial process deadlines are met.

Impact & Influence:

- Secure support for policies and programmes from wide range of stakeholders, acting as a key relationship owner of the stakeholders in your areas of responsibility.
 - Under the direction of the Managing Director and Director of Policy and Development, manage negotiations with senior civil servants and Ministers on further devolved powers and future investment.
- © Be an advocate of partnership working across the organisation and externally. Ensure the work of the function support the achievement of the Combined Authority's vision.
 - © Use highly developed communication skills to lead, influence and challenge to ensure that the best interests of the Combined Authority are represented.
 - © Manage communication challenges effectively in a dynamic and politically pressured environment.

The above lists of accountabilities are not exhaustive. The role holder will be required to undertake such tasks as may reasonably be expected commensurate with the scope and grading of the role.

THE PERSON

To be fully successful in the role, we believe the following knowledge, skills and experience are required. When recruiting, we are looking for the best candidate match to this, however we know that there are some elements that can be trained and this will be taken into account during the recruitment process.

Knowledge:

- © Educated or experienced to master degree/ postgraduate professional qualification level with supporting management training.
- © Extensive practical experience of successfully performing in a similar role.

People:

- © Experience of managing a multi- disciplinary team including appraisals, performance management, disciplinary, recruitment and selection.

Technical:

- © Highly developed analytical skills, with strong data analysis, interpretation and fluency in communicating the insights derived.
 - © Demonstrable experience of managing and championing change.
 - © Highly developed communication skills with the proven ability to strongly lead, influence, negotiate and challenge.
 - © Experience of making compelling presentations and written reports for a range of audiences.
 - © Technical knowledge and expertise in at least one of the policy areas for which you are responsible.
- Strong understanding of the national, regional and local political landscape
 - Demonstrable experience of managing relationships with multiple stakeholders at Chief Executive level, demonstrating gravitas and determination.
 - Experience of working in a public - private sector partnership context, within a local government environment.
 - Conversant in business investment decision making with credible commercial acumen.
 - Have strong data analysis and fluency skills in issues pertinent to securing government legislation/deals.

Financial:

- © Demonstrable experience of managing large scale budgets.

Impact & Influence:

- © Comprehensive experience of leading, negotiating and influencing stakeholders.
- © Experienced in forming and developing effective senior level working relationships with Members, Government and partner organisations to achieve the best outcomes for the organisation.
- © Comprehensive experience of providing leadership in a complex public-private sector partnership context.

OUR VALUES & BEHAVIOURS

Championing Our Region | Working Intelligently | Easy to Do Business With | Positive About Change | Working Together

These are our values. We shaped them together and we're proud of them.

We also created a set of behaviours for each of our values. Our behaviours provide us with a way of working and they are our minimum expectations of everyone here. Take a look at them on our intranet.