

JOB ROLE PROFILE AND PERSON SPECIFICATION

Post Title and Number:	Inward Investment & Enterprise Manager
Present Grade:	MM2
Department:	Planning and Growth
Service/Section/Team:	Inclusive Growth and Skills
Reports to (title):	Head of Inclusive Growth and Skills

Purpose of the Role:

Summary of the purpose

The role will empower the Council to fulfill the outlined objectives within the Council Plan, "An Economy That Works for Everyone,". This priority is centred around nurturing an inclusive economy in Enfield and leveraging the Council's role as a strategic guide and commissioner. The aim is to promote inward investment and foster partnerships that facilitate collaborative efforts, enabling a greater number of individuals to enter and sustain meaningful employment.

A clearly defined and focused inclusive growth function will be key to delivering the following actions identified within this priority:

- Enable local people to develop skills to access good work
- Support local businesses and encourage inward investment in growing sectors which offer sustainable employment to local people
- Develop town centres that are vibrant, healthy and inclusive
- Transform our industrial land to create modern and low carbon spaces for business

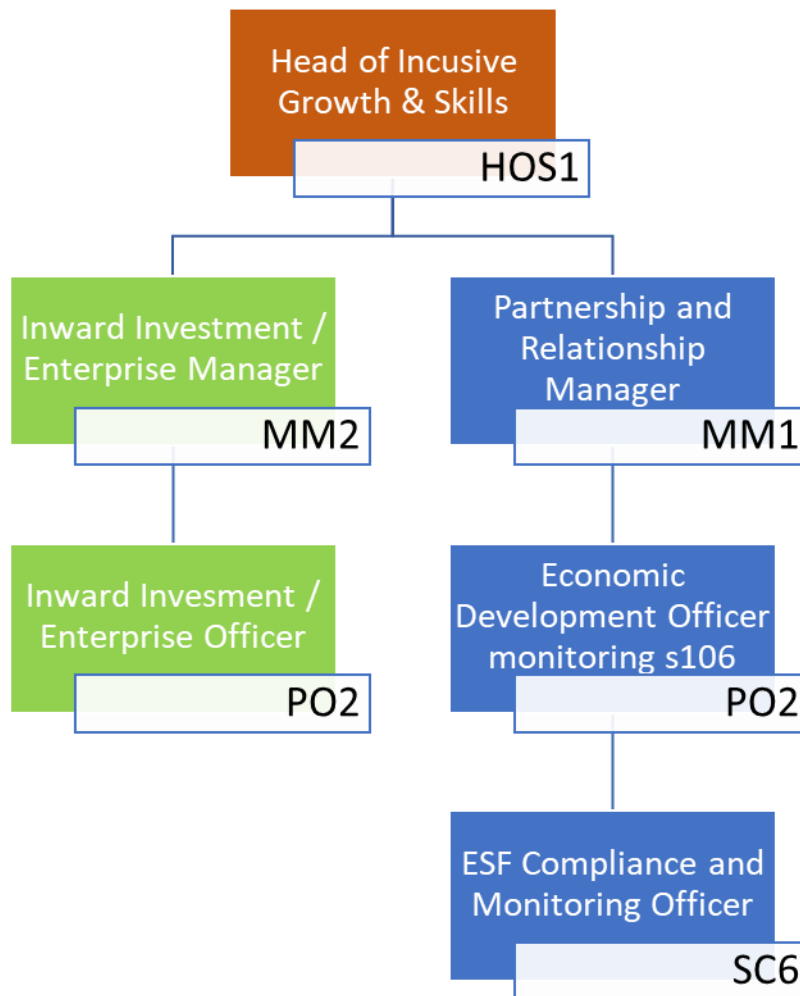
Summary of the Role

1. To work as a member of the council's Inclusive Growth and Skills Service to support and empower the Council to fulfill the outlined objectives within the Council Plan, "An Economy That Works for Everyone,".
2. To take responsibility for the successful delivery of objectives and outcomes within the Council Plan, Local Plan, Economic Development Strategy, the action plans, with respect to promoting inclusive growth, inward investment & business support.
3. To devise and deliver a broad range of socio-economic and regeneration interventions that drive good inclusive growth by responding to strategic objectives and local issues and aspirations. Where these are delivered by external providers, to manage and monitor contract and SLA delivery.
4. To work proactively with internal and external stakeholders, communities and businesses to listen to and clearly understand their needs and aspirations and then translate this to appropriate action.
5. Create and support meaningful fora and partnerships, that connect the council with the business community to help improve engagement and focus delivery. Create strategic partnership with pan-London and national stakeholders, to attract investment, foster good partnership that adds value to all activity.

6. To understand and be able to connect businesses with support from a range of local, London and national providers. This includes employment and skills where they relate to business needs and/or are delivered through regeneration (e.g. Section 106).
7. To support the Inclusive Growth and Skills Board
8. Attract grants and inward investment.

Dimensions including Structure Chart:

Structure



Number of direct reports

The postholder will be directly responsible for one Inward Investment and Enterprise Manager reporting as per the structure chart above.

- To supervise up and below staff across the Council; to include a combination of project staff, agency staff, fixed term contract staff, trainees and part time or temporary staff to ensure the strategic delivery of Inclusive Growth

- Management and supervision of consultant teams, undertaking a variety of complex planning and regeneration activities, including scheme design and development, planning, legal, procurement and development appraisal and viability
- To ensure staff are kept up to date with current techniques and practices for which the postholder is responsible through day to day contact and regular team meetings.
- To carry out performance appraisals and workload management.
- The role is required to deputise for the Head of Inclusive Growth and Skills as required.

Nature of reporting relationship between post holder and line manager

The postholder will report to the Head of Inclusive Growth and Skills. Weekly 1-1 meetings with line manager and attendance at weekly team meetings and departmental meetings as required.

Regular reporting of progress using standardised reporting templates and tools.

Key Accountabilities:

Accountabilities	Percentage of Time (%)
1. Strategy and Action Plans. Play a key role in the creation and delivery of the Council Plan, Economic Growth Strategy and Local Plan in respect of industrial areas and commercial property and related cross cutting themes. To have a clear understanding of inward investment strategy and approaches and be able to apply it effectively to the physical context. Ensure that new strategy aligns and supports overarching council strategy or national policy where appropriate.	
2. Collaborative Working. Look to work collaboratively across teams and departments. Create good working relationships, understanding other objectives and adding value to all council activity.	
3. Reporting to Senior Officer and Members. It is expected that the postholder will assist in the creation of cabinet related reports and papers, provide briefings and presentations to Members; including Lead Cabinet Members and the Chief Executive, as appropriate.	
4. Finance and Budget Management. To related budgets, ensuring procedures relating to procurement, purchasing, budget control and reporting are followed.	
5. Partnership and Engagement. Act as an ambassador for the borough when engaging externally with partners, stakeholders, businesses and the community. Build meaningful, sustainable relationships with all partners that adds value to activity and engenders engagement with the borough and supports corporate objectives.	
6. Project and Programme Management. To act as project sponsor or project manager for a broad range of projects and service-based	

interventions. This includes procuring and managing delivery from external consultants and service providers. Where these are delivered externally by third party providers, contract and put in place effective contract monitoring frameworks and ensure compliance.	
7. Monitoring, Benchmarking and Evaluation. To create a performance monitoring framework that captures interventions and records success.	
8. Marketing Comms and Promotion. To work with colleagues in the marketing and comms team and external providers where relevant, to ensure that we are utilising all communication mediums effectively and communicating clearly to our target audience. This includes the use of press and press releases, social media, leafletting and flyers, websites etc.	
9. Programme and Project Management Systems. To work with existing Council MI and PMO systems and ensure that projects are well managed and held in shared folders, also ensuring team members are instructed, trained and utilise systems as required.	
10. Funding and Commercial Approach. To identify relevant external funding schemes and prepare bids for funding. Where successful, manage delivery and the relationship with the funder in respect of contracts/funding agreements, outputs and forecasting and ensure the successful delivery of the activity or project. Look for opportunities for commercial partnership with the business community around co-delivery, sponsorship, CSR etc.	
11. Community Engagement. The postholder will be required to work with the community to ensure support for and success of all aspects of work. This will involve having a clear understanding of the socio-economics as they relate to residents, map community groups and originations and understand what tools and approaches work best with what sections of the community. It should have regard for culture and ethnicity to ensure that we are engaging a broad a cross section of residents as possible.	

Key Relationships (Internal and External):

To develop and manage relationships through mutual understanding of common goals, where collaboration might add value for all parties and understand how to turn that into action. Once established, manage relationships effectively through clear, regular communication, innovative thinking and understanding how to sustain engagement. The following list is not exhaustive and the postholder will be expected to identify new opportunities for partnership and collaboration on an on-going basis.

Internal:

- Teams and departments across all services that have an influence on the successful delivery of your objectives

- Officers at all levels
- Council Members, Cabinet and the Leader

External:

- London, regional and national stakeholder across other local authorities, the Chamber of Commerce, Enterprise Enfield, GLA, TfL, London & Partners, London First and government departments.
- SMEs
- Large businesses
- Potential Inward Investors
- Land owners, leaseholders and commercial agents
- Consultants and advisors
- Education and training providers
- Developers and investors
- Community leaders and residents
- Voluntary or community organisations

Equality and Diversity:

The Council has a strong commitment to achieving equality in its service to the community and the employment of people and expects all employees to understand, comply with and promote its policies in their own work.

Health and Safety:

The post holder shall ensure that the duties of the post are undertaken with due regard to the Council's Health and Safety Policy and to their personal responsibilities under the provisions of the Health and Safety at work Act 1974 and all other relevant subordinate legislation.

For a more detailed definition of these responsibilities, refer to the current versions of the Corporate Health & Safety Policy, Group Safety Policy and employee information leaflet entitled "Health & Safety Policy; Guidance on Staff Health & Safety Responsibilities".

Corporate Health and Safety Responsibilities:

All employees have personal responsibilities to take reasonable care for the health and safety of themselves and others. This means:

1. Understanding the hazards in the work they undertake;
2. Following safety rules and procedures;
3. Using work equipment, personal protective equipment, substances, and safety devices correctly; and
4. Working in accordance with the training provided and only undertaking tasks where appropriate training has been received.

Employees shall co-operate with the Council by allowing it to comply with its duties towards them. This requires employees to:

- take part in safety training and risk assessments and suggest ways of reducing risks; and
- take part in emergency evacuation exercises.

Employees shall report all accidents, 'near miss' incidents and work related ill health conditions to their manager/supervisor/team leader.

Employees shall read the Corporate Health & Safety – Organisation Part B Policy to ascertain and understand their responsibilities as an employee, line manager, Assistant Director or Director of the Council.

Information Security:

In order to protect the confidentiality, integrity and availability of Council information, including information provided by customers, partner organisations, and other third parties, where applicable, employees will comply with the Council's Information Security Policy.

Statement of Commitment to Safeguarding of Children and Vulnerable Adults through safer employment practice:

Enfield Council is committed to safeguarding and promoting the welfare of children and vulnerable adults. Safe recruitment of staff is central to this commitment, and the Council will ensure that its recruitment policies and practices are robust, and that selection procedures prevent unsuitable people from gaining access to children, young people and vulnerable adults. All staff employed to work with or on behalf of children and young people in the Council must be competent.

All staff working with Children & Vulnerable Adults should be aware of and share the commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults when applying for posts at Enfield Council.

PERSON SPECIFICATION

Job Title: Inward Investment & Business Support Manager

Grade: MM2

Department: Place

Team: Economic Development

KNOWLEDGE, SKILLS & ABILITIES	HOW TESTED
Job Specifics – Skills, Experience	Application – A Test – T Interview – I
Essential:	
<ol style="list-style-type: none"> 1. Knowledge and proven experience of leading the successful creation and delivery of strategic socio-economic regeneration and/or town centre development/renewal programmes, plans and projects. A sound knowledge of the political, policy, technical, legal, commercial and economic factors that affect and influence inward investment and business support. 	A/I
<ol style="list-style-type: none"> 2. Significant project management experience (using standard project management systems and procedure) to deliver physical and/or socio-economic interventions and projects. Ability to produce and interpret performance monitoring reports in line with project reporting policy and procedures. 	A/I
<ol style="list-style-type: none"> 3. Experience of successful delivery of inward investment promotion, enquiry handling and/or business support in a public sector environment. 	A/I
<ol style="list-style-type: none"> 4. Demonstrable experience of working successfully with stakeholders, businesses and communities. This includes; fostering local partnership, designing, creating and running engagement activity and events. 	A/I
<ol style="list-style-type: none"> 5. Expertise utilising a range of mediums to communicate and engage with the community. This includes working with comms/press teams to produce press releases, create promotional materials and other printed matter. Also using digital and social media, including websites and social media. 	A/I
<ol style="list-style-type: none"> 6. Ability to manage capital and revenue budgets, thorough effective reporting/forecasting/analysis to ensure best value for the Council. 	A/I

<p>Desirable:</p> <ol style="list-style-type: none"> 1. A recognised Project Management qualification/certification (PRINCE, APM etc.). 2. Experience of working for or in partnership with London & Partners, London First, UKTI or other inward investment promotion agencies. 	<p>A/I</p> <p>A/I</p>		
<p>Competencies*:</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <ol style="list-style-type: none"> 1. Taking Initiative-seizing opportunities 2. Communication & Influence 3. Self-confidence </td> <td style="width: 50%; vertical-align: top;"> <ol style="list-style-type: none"> 4. Planning and managing resources 5. Working in partnership 6. Intellectual adaptability </td> </tr> </table>	<ol style="list-style-type: none"> 1. Taking Initiative-seizing opportunities 2. Communication & Influence 3. Self-confidence 	<ol style="list-style-type: none"> 4. Planning and managing resources 5. Working in partnership 6. Intellectual adaptability 	
<ol style="list-style-type: none"> 1. Taking Initiative-seizing opportunities 2. Communication & Influence 3. Self-confidence 	<ol style="list-style-type: none"> 4. Planning and managing resources 5. Working in partnership 6. Intellectual adaptability 		
<p>Knowledge*:</p> <ol style="list-style-type: none"> 1. Knowledge of technical, legal and commercial disciplines that contribute to development processes. 2. Knowledge of procurement procedures and policy in a local government setting. 			
<p>Qualification(s)*:</p> <p>Degree qualification or commensurate experience in a relevant subject area e.g. architecture, surveying, planning, regeneration, economics.</p>			
<p>Other Special Requirements*:</p> <p>Ability to travel within and outside of the Borough to meetings and site visits. Occasional weekend and evening working.</p>			