

Job Description

Post Title:	Head of West Midlands Investment Zone
Directorate:	Strategy, Economy & Net Zero
Reports to:	Executive Director for Strategy, Economy & Net Zero
Direct Reports:	4 (TBC)
Salary Band:	SM6
Key Relationships:	WM IZ Board/JC; WM IZ Working Group; Local Delivery Partners; DLUHC, HMT; WM Exec Board, and Economy, Innovation, HPR, Finance, Governance Teams; WMGC; Innovation Board, Universities Strategy Group, Finance£ Directors, Directors of Economic Development.

Role Purpose

You will be responsible for coordinating and leading the overall delivery and implementation of the West Midlands Investment Zone to support the development of the Advanced Manufacturing sector across the region. You will ensure it is compliant inclusive and impactful and meets deadlines and budget requirements.

This is a high profile and complex programme which seeks to drive economic outcomes through site development and regeneration alongside sector support programmes. As such, you will need to coordinate work between diverse disciplines to achieve the aims of the Investment Zone. You will work with a range of internal teams and governance structures, local delivery partnerships and vehicles, government departments and stakeholder groups to ensure all relevant partners are successfully involved in its implementation.

Responsibilities

- Establish a clear programme of delivery for the Investment Zone including key milestones, budget considerations, and risk log. This will include the production of delivery plans for regional programmes alongside site development proposals.
- Lead the development and iteration of the WM IZ Investment and Delivery Plan and associated Funding and Finance Plan including the expenditure of the £160m tax incentives and grants programme and effective use of Business Rates Retention and associated TIF borrowing.
- Ensure all governance processes are undertaken – including the coordination, management and supply of information to the WM IZ Joint Committee/Board, and its related governance relationships (Innovation Board; Economic Growth Board; Exec Board).
- Ensure all assurance routes for decision-making are satisfied to enable decision-making, including the coordination of the timely submission of business cases for investment. This will include close liaison with finance teams within the CA and delivery partners.
- Maintain effective liaison with local delivery partners to ensure sites come forward to time and budget; ensuring that local delivery governance structures are robust, effective and compliant with the terms of national IZ policy.

- Facilitate the delivery of IZ sites through coordinating with internal and external partners to remove barriers to delivery and identify potential solution models (eg special purpose vehicles).
- Coordinate liaison between workstream leads for regional programmes – including Innovation, Skills, Business Support and Inward Investment promotion.
- Maintain positive and effective relationships with DLUHC officials, including monitoring and reporting on outputs as required.
- Ensure the WMCA Senior Team and Mayor are fully briefed on the programme.
- Support the development of investment promotion opportunities – working with WMGC and other local delivery partners including the private sector.
- Ensure the IZ programme integrates with wider strategic initiatives and programmes including, inter alia, Place-based Strategies/Levelling Up Zones. This will require strong coordination and engagement skills with a wide range of teams including the Policy and Public Affairs, Housing & Regeneration, Energy Capital, TfWM and others.
- Ensure effective and inclusive stakeholder engagement to maximise the breadth of impact from the IZ and the speed of outcome delivery. This should include regional universities and research institutions, the commercial property sector and investors, local authorities and government agencies.
- You will maintain strong links between the HE collaboration programme and the ongoing development and delivery of the IZ.

Person Specification

<i>Please specify (X) whether the experience required is Essential (E) or Desirable (D)</i>			Assessment Method		
Experience	E	D	App*	Int**	Other***
Experience in at least one of the areas of economic development, place regeneration, inward investment, innovation, skills.	X		*	**	
Significant experience of leading strategy development in an economic or social policy context.	X		*	**	
Significant experience of working in a leadership role in a complex environment.	X		*	**	
Experience of delivering complex, multi-disciplinary programmes.	X		*	**	
Experience of public sector governance requirements.	X		*	**	
Skills/Knowledge/Abilities	E	D	App	Int	Other
Excellent understanding of the current policy landscape for mayoral combined authorities with evidence of how critical thinking and policy innovation can shape programme development in different contexts.	x		*	**	
Ability to think strategically and systemically as well as being comfortable with detail and ready to take an agile and entrepreneurial approach.	x		*	**	
Excellent stakeholder management skills with the ability to develop, maintain, and strengthen partnerships with others inside or outside the WMCA and evidence of collaborating, negotiating and influencing to achieve shared goals.	x		*	**	
Strong project and programme management skills with an ability to manage problems actively and seek resolutions before they become issues, present solutions when problems arise, and admit and learn from mistakes.	x		*	**	
Excellent team leadership skills with evidence of leading by example, managing, empowering and motivating people and teams to deliver and grow.	x		*	**	
Excellent written and oral communication skills, with the ability to communicate complex strategy and policy issues to different audiences in a simple and clear manner.	x		*	**	

Excellent organisational skills, including the ability to use initiative, to prioritise workload, manage others and work under pressure to achieve tight schedules and deadlines including unplanned requests for information and analysis at short notice.	X		*	**	
Excellent written skills, with the ability to present information succinctly in a creative, clear and engaging way to a range of audiences	X				
Excellent oral and influencing skills, with the ability to give clear advice on issues	X				
Acts in a collegiate and collaborative style that engages with people at all levels and promotes positive relationship	X				
Awareness of the role of Combined Authorities and their relationships with regional partners and Government departments and agencies	X				
Ability to build and maintain effective partnerships with key stakeholders.	X		X	X	
Excellent communication and influencing skills, with ability to relate to people at all levels.	X		X	X	
Ability to work within a multi-disciplinary organisation and to collaborate both internally and with external organisations in an integrated manner	X		X	X	
Development of funding bids.		X	X	X	
Ability to manage high workload and conflicting priorities.	X		X	X	
Qualifications/ Professional Memberships	E	D	App	Int	Other
Educated to Degree level in a relevant field or relevant experience.	X		X		
Membership of a professional body in a related field (e.g. ICE, CILT, CIHT).		X	X		

* Application

** Interview

*** Details will be shared at interview stage

Core Expectations

Our culture is underpinned by what we do and how we do it. Our behaviours outline the ways we need to work to deliver success, become truly inclusive, and make the organisation somewhere where everyone can give their best contribution.

Value	Competency	Behaviour
Collaborative	Team Focused	Works as part of team, managing and leading.
	Service Driven	Customer, resident and partner focussed.
Driven	Empowered & Accountable	Takes ownership and leads when needed.
	Performance Focused	Ambitious and going the extra mile.
Inclusive	'One Organisation' Mindset	Believe in each other's expertise.
	Open & Honest	We do what we say we are going to do.
Innovative	Forward Thinking	Embrace change and open to new possibilities.
	Problem Solving	Go for clear and simple whenever possible.

Health and Safety

All employees have a duty to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work; and co-operate with their employer so far as is necessary to enable it to successfully discharge its own responsibilities in relation to health and safety.

Equality and Diversity

To promote and champion equality and diversity in all aspects of the role

Learning and Development

To participate in and take responsibility of any learning and development required to carry out this role effectively.

Performance Management

To actively engage in the performance management process and take responsibility for managing performance outcomes.

GDPR (General Data Protection Regulation)

To ensure the reasonable and proportionate protection, processing, sharing and storing of WMCA information in accordance with the relevant legislation, corporate policies, and in the best interests of the data subjects (Data Protection/GDPR), the WMCA, our partners, and the West Midlands, in all aspects of the role.

Other

There may be a requirement to work outside normal office hours on occasion to meet work deadlines, give presentations, attend meetings etc., including a requirement to work within stakeholder and partner offices within the WMCA Constituent area on a regular basis