

ROLE PROFILE



Role profile		
Title	Economy, Partnerships & Regeneration Manager	
Grade	GRADE J	
Reference:	NI72	
Reports to:	Head of Economy Enterprise and Employment	
Work style Definition	Office based hot-desk/touch down worker	
Primary purpose of role	Increase inward investment in Plymouth by developing and delivering strategic economic development and regeneration plans, partnerships and projects; promote businesses, jobs, skills, employability and community renewal across Plymouth.	
Key accountabilities and key measures	<p>Role outcomes</p> <ul style="list-style-type: none"> ▪ Build and maintain key relationships with and between private sector-led economic delivery bodies across the city e.g. Plymouth Growth Board, Destination Plymouth, Business Improvement Districts. (10%) ▪ Develop strategic economic development and regeneration plans, partnerships and projects. (20%) ▪ Develop and manage a rolling five-year plan for all major projects. (5%) ▪ Lead delivery of major projects in Plymouth Plan, Local Economic Strategy, Business Improvement Districts, Community Economic Development Trusts, Business Parks, Social Enterprise, Street Trading and other business support initiatives. (25%) ▪ Lead delivery of Mayflower 400 and master plan regeneration initiatives (e.g. Waterfront renaissance project (estimated value £3-5 million). (10%) ▪ Lead Economic Development's relationship and input to Strategic Planning & infrastructure (e.g. formal responses to master plans, land use allocations, design codes, major new 	<p>Role measures</p> <ul style="list-style-type: none"> ▪ Economic development projects are delivered on time and to budget. ▪ 100% of all responses are submitted to Strategic Planning and Infrastructure department on time. ▪ 100% of funding eligible to be drawn down is secured. ▪ Ensure 100% annual draw down of funding from bids. ▪ Zero claw back on projects delivery due to lack of performance on record/audit requirements. ▪ Occupancy rates above 90%. ▪ 95% of payments are on time. ▪ 85% customer satisfaction.



Plymouth City Council is committed to providing access, adaptations and alternatives wherever possible, to enable people with disabilities to fulfil the criteria for and to carry out role duties.

	<p>developments, and identify Employment and Skills Plans) to ensure investment and economic benefit is levered from the planning system. (10%)</p> <ul style="list-style-type: none"> ▪ Manage key internal relationships with and Land and Property departments. (5%) ▪ Develop and deliver new city-wide, multi-agency and cross departmental initiatives e.g. City Deal Manufacturers Challenge; Employability Passport; Community/Health Hubs. (15%) 	
<p>Key activities</p>	<p>Strategy (25%)</p> <ul style="list-style-type: none"> ▪ Lead plans and projects across partners (e.g. integrate Mayflower 400 and master plan projects into BID business plans). <p>Delivery (20%)</p> <ul style="list-style-type: none"> ▪ Lead large, complex, place based projects, estimated value £2million per annum (e.g. Mayflower 400) and deliver physical regeneration (e.g. City Centre and Waterfront master plan developments and public realm improvements) in holistic ways that nurture business growth, engagement and community renewal (e.g. BIDs, Coastal Community Team). ▪ Lead, grow and promote growth in local economies and businesses (e.g. developing Business Parks, Community Economic Development Trusts, Social Enterprise) ensuring commercial, economic and social benefits are maximised. ▪ In conjunction with the Employment and Skills Board, develop plans (e.g. Plan for Employment and Skills) and projects (e.g. 1000 Club, Youth Deal) that increase employment and training opportunities for the local workforce and boost the employability of those not currently in employment (e.g. Hubs). <p>Management (20%)</p> <ul style="list-style-type: none"> ▪ Contract manage key economic and regeneration projects (estimated value £5 million per year), introducing systems which comply with audit requirements. ▪ Lead, manage and develop team of staff, plus external consultants and contractors, ensuring their work maximises regeneration outcomes. <p>Financial/Investment (20%)</p> <ul style="list-style-type: none"> ▪ Deliver significant private investment and secure substantial match funding (e.g. Coastal Communities Funding for the History Centre) by preparing rigorous business cases and competitive applications to secure external funding (e.g. grant aid, sponsorship and finance) for economic and regeneration projects. ▪ Budget responsibility for projects up to £2million per year. <p>Stakeholder/Partnership (15%)</p> <ul style="list-style-type: none"> ▪ Represent Plymouth, building relationships with national stakeholders (e.g. 	

	<p>Department for Communities and Local Government) and between local partners (e.g. Growth Board, Coastal Community Team, Business Improvement Districts) to develop and promote major economic development and regeneration initiatives (e.g. Plymouth Plan, Local Economic Strategy, Mayflower 400, Plan for Employment and Skills)</p> <ul style="list-style-type: none"> ▪ Carry out other duties appropriate to the grade of the post
Essential qualifications/ knowledge	<ul style="list-style-type: none"> ▪ Proven leadership experience and understanding of change management. ▪ Degree or significant experience at a senior level in relevant subject area (project management, planning or economics). ▪ Eligibility for membership of a relevant professional organisation eg IED or Prince 2 ▪ Knowledge of local and national partners who have an interest in economic delivery (e.g. DCLG, BIDs). ▪ Understanding of investment drivers for business and funding organisations (e.g. EU).
Desirable qualifications/ knowledge	<ul style="list-style-type: none"> ▪ Knowledge of state aid rules and their application. ▪ Knowledge of Plymouth's economic profile and opportunities. ▪ Post graduate qualification in a relevant subject. ▪ Management/supervisory qualification.
Essential experience	<ul style="list-style-type: none"> ▪ Managing delivery involving complex partnerships with diverse and sometimes competing agendas. ▪ Significant experience managing complex economic development and regeneration projects, with a value greater than £3 million preferably involving working across private, public and community sectors. ▪ Experience of managing multi-funded substantial projects and competing delivery and audit requirements. ▪ Track record of negotiating and closing deals with a value greater than £3 million. ▪ Experience of presenting prospects to Cabinet, Scrutiny and Boards. ▪ Collating, analysing, interpreting and presenting information for funding bids, cabinet reports and presentations to senior staff.
Desirable experience	<ul style="list-style-type: none"> ▪ Plymouth's economic profile and opportunities. ▪ State aid rules and their application.
Essential skills	<ul style="list-style-type: none"> ▪ Ability to lead and integrate performance management to achieve improvements in performance and excellent results. ▪ Financial and commercial awareness with strong analytical skills and a creative approach to problem solving. ▪ Partnership building skills and the ability to align internal and external partners behind priorities. ▪ Leadership skills to motivate and gain commitment to service objectives.

- Communication skills with the ability to vary them across a wide range of external and internal audiences, including a diverse workforce.
- Ability to lead, change and deliver a change-friendly service.
- Ability to deliver clear, professional advice to senior managers and members.
- Ability to establish high levels of trust and credibility specifically with external partners and key businesses.
- Full driving licence and ability to travel nationally and internationally.
- Good keyboarding skills using MS Outlook, Word, Excel and PowerPoint to produce emails, documents, spreadsheets and presentations.

Corporate standards

- In accordance with Council policies and guidance on information management and security, it is your personal responsibility for data protection, client confidentiality and information governance.
- Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the Council's constitution and its policies and procedures.
- Work within the requirements of the Council's Health and Safety policy, performance standards, safe systems of work and procedures.
- Undertake all duties with due regard to the corporate equalities policy and relevant legislation.