

# Role Profile

## Part A - Grade & Structure Information

Job Family Code	12BF	Role Title	Economy Lead
Grade	PS12	Reports to (role title)	Head of Economy & Employment or Head of Economic Infrastructure (depending on placement)
		Directorate	TPP
JE Band	519-613	Service/Department	Economic Growth
		Date Role Profile was created	Aug-20

## Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis.

Role Purpose including key outputs	The Economy & Employment Lead will have a local place leadership role on behalf of SCC in the successful delivery of related economic, skills and inclusion strategies and action plans within the wider Surrey economic context. They will act as an economic specialist for sectoral and cluster development, ensuring that targeted activity is informed by up to date economic and labour market evidence and best practice. Focus will be upon supporting the delivery of actions to ensure successful delivery of Surrey's Economic Growth strategy including leveraging in growth funding, supporting the delivery of the Surrey CC Capital Programme intentions to retain the Surrey £ and providing the practical support required to develop the Surrey Investment Proposition to business. The postholder will also assist in embedding skills and employability priorities to facilitate the inclusion of economically vulnerable residents and our young people and support the economic inclusion and improved health and wellbeing of Surrey residents. Work will include the development and delivery of a comprehensive, segmented business and sector influencing programme designed to directly support Surrey's strategic ambitions. The postholder will support the Heads of Service in the wider stakeholder engagement required to support the economic strategy objectives.
Work Context	<p>This is one of 5 roles which will work on a strategic whole Surrey basis, supporting the 3 Heads of Service within the Economic Development team. The postholder will assist in the successful development and delivery of the Surrey economic strategies and action plans working to respective boards, agencies and partnerships and ensuring successful delivery of action plans to time and budget. They will be expected to act as an economic specialist in a flexible cross team / organisational capacity and deliver cross cutting outcomes in a complex landscape.</p> <p>Surrey County Council have office locations in Kingston upon Thames and Reigate, but flexible working arrangements including working from home and travel across the county will apply.</p>
Line management responsibility if applicable	The post does not have line management responsibilities.
Budget responsibility if applicable	Indirect oversight and influence of growth funding up to £50m

<p><b>Representative Accountabilities</b></p> <p>Typical accountabilities in roles at this level in this job family</p>	<p>Analysis, Reporting &amp; Documentation</p> <ul style="list-style-type: none"><li>• Identify issues, trends and opportunities that may have an impact in their area of responsibility to enable appropriate action to be taken.</li><li>• Lead the development of policy in the own area of specialism, contributing to the delivery of organisational objectives.</li></ul> <p>Service Delivery</p> <ul style="list-style-type: none"><li>• Evaluate existing service provision taking account of feedback and broader external developments, to ensure innovative solutions are proposed to maximise service quality, efficiency and continuity.</li><li>• Apply specialist expertise and use judgement to make decisions where solutions are not obvious, to deliver services that meet customer requirements and service standards.</li><li>• Drive change and embed new ways of working to ensure high quality service delivery and value for money.</li></ul> <p>Planning &amp; Organising</p> <ul style="list-style-type: none"><li>• Develop and ensure implementation of operational plans and play a key role in the formulation of strategic longer term plans for the area to fit broader functional and organisational strategy.</li><li>• Lead major projects and reviews and represent the business area in internal and/or external initiatives to enhance reputation and service delivery.</li></ul> <p>Finance/Resource Management</p> <ul style="list-style-type: none"><li>• Manage allocated budget/resources/funding effectively and flexibly and control all related expenditure to ensure delivery of targets/objectives within budget.</li><li>• Contribute to resource and budget planning within own area.</li></ul> <p>Work with others</p> <ul style="list-style-type: none"><li>• Liaise internally and externally at senior levels to establish service requirements and priorities and ensure the department/service issues are appropriately represented and acted upon.</li><li>• Work with managers, service representatives and partners to identify and apply cost effective means of delivering improvements to business processes and strategies.</li></ul> <p>People Management</p> <ul style="list-style-type: none"><li>• Manage a group of staff across a function/service, or as a significant part of a wide function to ensure all relevant annual targets and goals are delivered within budgetary/resource constraints.</li><li>• Lead, motivate and develop individuals using a coaching approach, to better meet current and future requirements.</li></ul> <p>Duties for all</p> <p>Values: To uphold the values and behaviours of the organisation.</p> <p>Equality &amp; Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.</p> <p>Health, Safety &amp; Welfare: To be responsible for ensuring health &amp; safety policies, procedures and legislation are implemented, communicated and managed including making sure that health and safety responsibilities are fully understood and carried out by employees within their service area.</p> <p>To have regard to and comply with safeguarding policy and procedure as appropriate.</p>
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<b>Education, Knowledge, Skills &amp; Abilities, Experience and Personal Characteristics</b>	<ul style="list-style-type: none"><li>• Degree or equivalent professional qualification plus experience at management level in a specialist area.</li><li>• Knowledge of the principles of change management, project management and continuous improvement, and their practical application.</li><li>• Authoritative knowledge of the work practices, process and procedures relevant to the role including broader sector/commercial awareness.</li><li>• Ability to manage budgets and resources to deliver effective support to their area of responsibility.</li><li>• Strong written and oral communication and interpersonal skills with high level negotiation and influencing skills and the ability to work collaboratively with internal and external partners/professionals.</li><li>• Comprehensive knowledge of computerised business systems.</li><li>• Understands how to inspire and motivate others.</li><li>• Advanced problem solving and analytical skills with the capacity to devise and implement practical and creative solutions.</li><li>• Wide experience in successful leading, coaching, mentoring and developing of staff.</li></ul>
<b>Details of the specific qualifications and/or experience if required for the role in line with the above description</b>	Technical, professional and legislative knowledge and understanding of national policies, statutory requirements, relevant frameworks and accountabilities in relation to economic development – including inward investment, innovation policy and delivery, strategic account management as well as familiarity with external funding streams to support such activity.
<b>Role Summary</b>	Roles at this level are substantial management roles, they are either managing a multi functional support service within one of the organisation's service areas, or coordinating a specific business development or advisory area. This may involve significant coordination of complex or diverse services, e.g. leading business support services to professional teams, or coordinating teams carrying out specialist advisory or administrative services. More specialised roles will require a full understanding of a professional or specialised field and will work with those both inside and outside the organisation, to influence the development of services or delivery of specific projects or organisational objectives. They will provide overall guidance to more junior managers in terms of planning, service standards and resources which underpin service level agreements. Planning takes place over a one year horizon. They work closely with customers, staff, agencies and/or contractors to ensure that the services meet and exceed expectations. Roles at this level require extensive management experience and high level expertise. They exercise flexibility and independence for decision making within their particular functional area, working to broad parameters and policy guidance. Roles at this level are accountable for the professionalism of service delivery under their remit.

