

Role Profile

Part A - Grade & Structure Information

Job Family Code	14BF	Role Title	Head of Economic Infrastructure
Grade	PS14	Reports to (role title)	Director of Economic Growth and Prosperity
		Directorate	TPP
JE Band	735-879	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	Lead on in the oversight and delivery of Surrey’s Economic Strategies and Plans, managing resource, establishing appropriate interventions, KPIs and ensuring that suitable performance management systems are in place to deliver on corporate objectives. The postholder will be the specialist point of contact for economic infrastructure across the Surrey geography. This includes responsibility for the interface between business, Surrey’s strategic economic drivers (such as digital infrastructure rollout, housing and transport connectivity) and new place-based interventions to facilitate improved economic outcomes.
Work Context	<p>This post is based within the Economic Development function at Surrey County Council, and will lead on Surrey's place-based economic outcomes including Capital Project Pipeline Design and Development up to Stage 2 (passing on to Head of Economy and Employment from Stage 2).</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 role will oversee the work of a small team.
Budget responsibility if applicable	Direct (internal) Budget responsibility for up to £500k and direct and indirect revenue and capital budget oversight of up to £50m

<div><div><div>Representative Accountabilities</div><div>Typical accountabilities in roles at this level in this job family</div></div></div>	<p>Develop, co-ordinate and support service planning for the service or functional area to ensure the delivery of high quality, value for money and consistent services in line with agreed service standards and statutory requirements.</p> <p>Develop, and recommend policy and practice improvement in the relevant service/functional area, working collaboratively across the area and consulting with key stakeholders, to ensure effective implementation that supports continuous improvement.</p> <p>Provide professional leadership to the team/s and/or colleagues, strengthening skills and competence and fostering a strong culture of standards, performance and accountability to deliver public value and efficiency.</p> <p>As a lead expert in a specialised field provide timely, accurate and customer focused advice and guidance to managers to support good practice and compliance with statutory requirements.</p> <p>Maintain effective budgetary control, while ensuring legal, regulatory and policy compliance within area of responsibility are effectively managed, and that effective systems operate to manage performance and risk.</p> <p>Lead major programmes and reviews and represent the business area in internal and/or external initiatives to enhance reputation and service delivery.</p> <p>Champion and manage transformational change and embed new ways of working to ensure high quality service delivery and value for money.</p> <p>Work collaboratively internally and externally to ensure that issues are effectively managed and foster partnership working to promote sustainable service improvements and generate efficiencies.</p> <p>On call - be available if required to maintain key service delivery and in the event of a serious incident.</p> <p>Duties for all Values: To uphold the values and behaviours of the organisation(s). Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity. Health, Safety & Welfare: Responsible for ensuring health and safety policies, procedures and legislation are implemented, communicated and managed including making sure that health and safety policies are fully understood and carried out by employees within their service area. To have regard to and comply with safeguarding policy and procedure as appropriate.</p>
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Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics	<ul style="list-style-type: none">• Degree or equivalent level professional qualification plus experience at management level in a specialist area in a complex business environment.• Extensive knowledge of the principles of change management, project management and continuous improvement, and their practical application.• Authoritative knowledge of the work practices, processes and procedures relevant to the role, together with broader sector/commercial awareness.• Ability to balance policy development with effective operational management.• Ability to deploy advanced skills to inspire, motivate, coach and develop team members to high levels of performance.• 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..• Proven ability to manage budgets and available resources to deliver effective support to their area of responsibility.• High level analytical skills and able to apply evaluative judgement and provide practical and creative solutions.• Proven ability to assess risks and benefits in a complex environment and respond appropriately.
Details of the specific qualifications and/or experience if required for the role in line with the above description	<ul style="list-style-type: none">• Up to date knowledge of best practice in place-based interventions to support the economy and will be fully informed by knowledge and experience of national and international planning, road, rail and green infrastructure policies to implement them in Surrey.• Able to work effectively in a political environment with a high degree of political awareness and sensitivity, providing clear professional advice and rationale.• Ability to rapidly get to grips with new, emerging and complex areas of economic development policy in order to provide high quality advice to cabinet and senior officers.• Possesses an entrepreneurial mindset and a commercial approach to their work.
Role Summary	<p>Roles at this level are senior managers leading the provision of a multi functional support service within one of the organisation's service areas, or coordinating a specific business development or advisory area. Role holders are often members of the departmental or service management team and will help to develop the service's strategic aims and objectives. They require expertise in a specialised field or a broad understanding of relationships between different fields, and advise managers and colleagues on good practice and compliance with statutory requirements.</p> <p>This level requires the ability to select, develop and assess the suitability of ways of working, together with highly developed skills in persuading, influencing, developing and motivating people and partnerships to achieve service objectives. Role holders exercise flexibility and independence for decision making within their particular functional area, working to broad parameters and policy guidance.</p>

