JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Head of Investment Zone	**Directorate:** Regional Growth & Investment
Section: Investment Zone	**Reporting to:** Director of Regional Growth & Investment
Remuneration: OM1	**Hours per Week:** 37
Post Number:	**Number of Employees Reporting to Post:** 4
Special Conditions: Casual Car User. Full and valid driving licence and use of own car would be an advantage. Occasional weekend and evening working may be required. This post is politically restricted in accordance with the Local Government and Housing Act 1989 (as amended by Local Democracy, Economic Development and Construction Act 2009).	**Location of Post:** The office location of this post will be Sbarc however home local/field working will be a requirement of the role. Agile working is a key feature and expectation of this role.

Overview

The Local Government and Elections (Wales) Act 2021 provides for new Corporate Joint Committees (CJCs) as a mechanism for regional collaboration and a new form of regional economic governance. This system of regional planning and investment provides for a more consistent and democratically legitimate framework, into which, CCR is currently integrating a range of extant regional growth programmes such as its City Deal.

As the CCR transitions into the new CJC Corporate Entity – maintaining high-order development and delivery capability focussed on good and inclusive regional growth remains a critical priority. The Investment Zone is the first additional programme focussed on economic well-being and it will play a key role in enhancing the innovation credentials of the region whilst simultaneously improving the infrastructure of the region. The role will drive forwards our innovation and investment agenda from attracting further investment, supporting the growth of key sectors in the region and deployment of a range of initiatives aligned with our strategic direction.

The role will be focussed on maintaining and further developing the conditions in which innovation-led growth can prosper, creating high productivity and high-value jobs. The objective is to build eco-systems in which there is a collision of research, ideas and talent,

embedded in key locations and with connections that ripple into supply networks. This will enable creation of high-order jobs and contribute to the CCR knowledge economy, looking outward to FDI opportunities and bringing together academia, industry and government.

The role involves working with stakeholders across the public, private, investment, and academic spheres in a new multi-governance arena and requires deep knowledge alongside dexterity, diplomacy and commercial and policy acumen. The role requires the deftness and dexterity to stitch all parts together bringing a sense of coherence, strategic integration and importantly, confidence and trust as the CCR builds its capability and capacity.

Job Purpose:
As a respected leader in driving and fostering investment and innovation, you will have a highly developed cross-sectoral understanding, including the research landscape, skills, key companies and a thorough understanding of funding and investment vehicles. We are looking for a recognised leader to help shape and implement our support for the Investment Zone.

The role of Head of Investment Zone will be expected to:

- Provide leadership to the development of the CCR Investment Zone
- Cultivate, and bring coherence, structure and identity to emergent networks and partnerships that will work together to develop the human capital necessary to mobilise innovation and create the momentum to enable future organic development of the proposed Innovation District
- Broker the strategic partnerships across industry, businesses, HEI's, and public sector in order to create the high potential environments (Innovation District) where significant economic activity will occur delivering significant economic and social outcomes
- Possess a strong understanding and demonstrable knowledge of the economic landscape of CCR; where nascent potential exist and where more mature prospects can be developed. This will involve assessing proximity, opportunity and viability and access to labour markets and both tangible and intangible forms of infrastructure
- Possess a strong policy understanding of Innovation Districts and what it takes to create the conditions for success
- Play a leadership role in cultivating 'economic strength of place' through connecting research and industry and developing local political leadership in the innovation space
- Develop proposals for the deployment of rates retention across the Investment Zone
- Work across the Regional Growth, Innovation & Investment directorate to maximise the opportunity and impact of the Investment Zone on the region including enhancing the infrastructure of the region, attracting further FDI, and growing the research and innovation capacity in the region in disciplines aligned to the focus of the Investment Zone
- Understand and articulate an approach to developing innovation that is focussed on addressing barriers and being resilient for the long-term
- Develop investment proposals that can provide sustainable and additional support into the Investment Zone ecosystem and high-potential businesses
- Ensure that the interventions and investments supporting Investment Zone are coherent and synergistic with wider interventions in support of economic wellbeing across the CCR;

- Be the main administrative lead, and be accountable, for the delivery and success of the Investment Zone including meeting the governance requirements as set out in the funding agreement from the Welsh and UK Governments
- Undertake any duties as required from time to time by the Deputy Chief Executive

Principal Duties and Responsibilities

1. To operationally lead development and delivery of the Investment Zone team. This requires overseeing programmes with a combined value of multiple tens of millions of pounds, achieving impactful outcomes such as increased economic output, productivity and inclusive growth.

2. To oversee, develop and leverage the network of partnerships and collaborations, in order to proactively grow the Investment Zone, by catalysing and coordinating efforts, across a range of key external partners, to secure new external investment and develop pioneering public-private partnerships.

3. To lead on the timely, co-ordinated and impactful initiation of new proposals, ideas and projects that will assist the delivery of the investment zone and connecting into programmes that will underpin sustainability in relation to innovation, R&D, skills, infrastructure and connectivity.

4. To develop, execute and co-ordinate efforts across the myriad CCR Investment Zone stakeholder groups, to deliver on a multi-year programme across multiple sites.

5. To work with the Director of Regional Growth and Head of Innovation on developing partnership efforts across the tripe helix of public-private and HEI, inspiring new projects and programmes and leveraging relationships and resources to generate new ideas and get things done.

6. To ensure the timely reporting of all evaluation and performance data from Investment Zone projects and programmes.

7. To lead on commercially sensitive and contractual matters, managing the inputs and contributions of legal and technical advisors in order to inform good governance and decision making in relation to the Investment Zone.

8. To work closely with the CJC Board, Investment Board, key government ministers and senior officials, to support the Chief Executive and Deputy Chief Executive in converting political priorities and objectives to policy frameworks and strategic plans. To further lead policy engagement across constituent council partners – operating with maximum effectiveness in the new multi-level governance environment.

<u>Corporate Requirements</u>

1. To participate actively in supporting the principles and practice of equality of opportunity as stated in the organisation's Equal Opportunities Policy.

2. To take reasonable care for the health and safety of yourself and other persons who may be affected by your acts or omissions and to comply with all health and safety legislation as appropriate.

3. To, as a statutory duty, adhere to the organisation's Corporate Safeguarding Policy or equivalent statutory and associated policies and procedures and to report concerns regarding the safety and wellbeing of children or adults at risk. To support you in this,

you are required to access safeguarding training at the level which is relevant to this post.

4. As a term of your employment, you may be required to undertake such other duties and/or times of work as may reasonably be required of you, commensurate with your grade or general level of responsibility within the organisation.

5. Although you will be provided with a base, you will be required to work from various locations in accordance with the needs of the role.

DATE COMPLETED:_____ AGREED BY: _____ (Recruiting Manager)

Date Received by Post holder: _____

Signature of Post holder: _____

PERSON SPECIFICATION

Job Title: Head of Investment Zone

Post Number:

THE PERSON APPOINTED MUST MEET THE FOLLOWING REQUIREMENTS

Area to be Demonstrated	**Essential Requirements** YOU **MUST** DEMONSTRATE THAT YOU MEET THESE REQUIREMENTS	**Desirable Requirements** YOU DO NOT HAVE TO MEET THESE REQUIREMENTS BUT IF YOU DO, PLEASE TELL US	**How Assessed Application Form or Interview or Both**
Education and Training	Educated to degree level or equivalent, with demonstrable evidence of continuous professional and personal development.	A relevant professional / managerial qualification at post-graduate level. Ability to communicate in the Welsh language, or commitment to learn	Application Form and Certification where required
Experience / Knowledge	Successful and respected leader with a track record of working at senior level – in either the public or private sector. Significant experience and credentials in innovation, infrastructure development. the knowledge economy, and of the innovation and infrastructure funding and landscape across the region/UK Significant experience of project delivery – able to demonstrate a clear knowledge and experience of working across the pubic, private and HE sectors .	Knowledge of regional economic development, investment and governance Knowledge of best practice in development of Innovation Districts Demonstrable experience of operating successfully within a multi-stakeholder environment, developing effective partnerships, and delivering lasting change and improvement Proven ability in relation to delivering shareholder value and benefits.	Application Form and Interview

	Experience of working with business and external investment agencies to develop scale propositions and demonstrate dynamism and optimism. Experience of leading multiple projects and programmes concurrently, delivering outcomes, reporting information on time, to budget and to a variety of external and internal audiences. Demonstrable experience of working with multi-level senior stakeholders – conveying key messages effectively and efficiently High degree of politically sensitivity and experience of dealing with a range of complex issues and stakeholders with often conflicting agendas. Proven ability to deliver targets and prioritise projects.	Experience of in a previous similar role in a regional growth entity.	
Skills and Abilities	Ability to think and act strategically and communicating this clearly across a complex stakeholder network Ability to lead and manage multiple project teams Ability to lead and negotiate successful commercial outcomes Ability to demonstrate skill and capability in relation to the management and articulation evaluation of impact and outcome delivery – across a range of programmes		Application Form and Interview

	Ability to quickly understand new and complex issues and to apply creative solutions to improve business outcomes through leveraging the value of partnership at all levels. Skilful communicator – able to take complex subjects and convert them to a series of concise, clear and meaningful messages. Ability to work in a complex political structure – building high levels of trust, engagement and confidence. Well-developed management skills, with the ability to build and lead teams. Outcome focused, with the capability and tenacity to drive the agenda forward.		
Personal Attributes	Demonstrates a commitment to the vision and values of the organisation, leading by example and supporting others to reach their potential. Has a can-do and open mindset and is able to show adaptive and engaging leadership. Demonstrates a positive attitude to new challenges and a willingness to adapt. Ability to work in a fast paced environment, showing tenacity and grit and the desire to succeed		Application Form & Interview

	Commitment to the organisation's Equal Opportunities Policy and recognises, values, and celebrates difference. Strong understanding and exemplification of ESG values. Doesn't give up – does the right things not the easy things and shows high levels of personal integrity.		
Special Circumstances	Will undertake other duties and or times of work as may reasonably be required of you.	Full and valid driving licence would be an advantage.	Application Form and Interview