

JOB DESCRIPTION

Service Area	
Job Title	Opportunity South Essex (OSE) Programme Manager
Reports To	Local Plan & Regeneration Adviser Employing Authority: Castle Point Borough Council
Level	£52,172 - £56,090
Main Purpose of the Job	<p>The OSE Programme Manager will be an experienced, motivated, innovative and passionate individual who will play a key role in enabling the OSE partnership to secure deliver economic growth and infrastructure investment for South Essex.</p> <p>The post holder will be a versatile and widely experienced individual reflecting the breadth of the role; skilled at communicating and influencing high-level public/private representatives as well as working at an operational level with colleagues.</p> <p>He/she will be able to work autonomously, lead individual projects/work streams, and work as part of a team consisting of staff from the 6 South Essex Local authorities collectively responsible for supporting the work of OSE.</p> <p>The individual will champion South Essex's interests; be able to provide strategic insight and work at individual project or work stream level with a significant capacity for detail.</p> <p>The post holder will use their strong experience of public/private partnerships to shape and develop the OSE partnership and secure the very best possible outcomes for South Essex businesses and residents.</p> <p>Specifically, the post holder will work closely with the Chair and Economic Development Managers to maximise partnership working across South Essex, the Thames Estuary area and the wider South East in order to drive economic growth in line with the Partnership's Growth Strategy.</p> <p>The post holder will:</p> <ul style="list-style-type: none"> Establish and maintain positive working relationships with all Opportunity South Essex (OSE) Board members and Officer Groups, communicating information appropriately for the benefit of the partnership.

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	<ul style="list-style-type: none"> • Proactively engage with the wider private sector in relation to the activity of the partnership, drawing on existing networks and contacts where appropriate. • Work alongside officers from the constituent Local Authorities to progress the work of the partnership and fulfil its requirements as set out in the South East Local Enterprise Partnership (SELEP) Assurance Framework. • Represent and promote the interests of the South Essex federated area at relevant SELEP officer working groups and fora, and maintain a positive working relationship with the SELEP secretariat. • Oversee, maintain, refresh, coordinate and deliver the partnership's Growth Strategy, Implementation plan and Communication plan. • Provide policy analysis support and development, translating national policies such as the Industrial Strategy into a local context. • Identify and pursue funding opportunities which align with the partnership's aims and objectives. • Provide a secretariat to the Board including project monitoring and overview reports.
Key Responsibilities	<p><i>Project Development and Delivery:</i></p> <ul style="list-style-type: none"> • Working alongside the South Essex Economic Development Manager's group (EDM) in the development and ongoing delivery of the Growth Strategy Implementation Plan and of ambitious growth projects. • Identifying developing and prioritising projects through the partnership, applying relevant assessment frameworks and policies. Also identifying funding available to the partnership and support the development funding bids. • Horizon scanning, always at the forefront of forthcoming opportunities which align with the partnership's priorities and may enable delivery. • Collating and communicating project update information and reporting performance of current capital and revenue based projects to the Board, identifying underspend or slippages and proposing mitigating actions.

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	<p><i>Policy Analysis and Development:</i></p> <ul style="list-style-type: none"> • To bring an up to date and detailed understanding of Government policy, particularly in relation to the emerging Industrial Strategy and Local Enterprise Partnership review, with knowledge and experience in at least one of the following areas - housing, transport, infrastructure (e.g. major project or planning), inward investment and international trade, skills and enterprise. • To quickly develop an understanding of the local policy context and priorities and provide timely and high level policy analysis and advice, briefing Members and senior officers on the impact of national policy initiatives and reform directions. • To work with experts from across the partnership to develop and agree local policy proposals and responses to Government initiatives. • To brief and support OSE Board members and senior officers in their negotiations with stakeholders and Government and to produce the necessary supporting and other documentation. <p><i>Confident Representation and Liaison:</i></p> <ul style="list-style-type: none"> • Representing the Partnership at local, SE LEP and national level and Local Authority officer groups relevant to the role and function of the partnership. • To develop effective networks and productive working relationships across the partnership and with wider stakeholders. • Liaise with senior civil servants and other officials as required comprehensively articulating the partnership's priorities, understanding opportunities and, negotiating and influencing to bring about the desired result. <p><i>Secretariat:</i></p> <ul style="list-style-type: none"> • Organisation and facilitation of board meetings including working with the Chair and senior officers to shape the agendas and work streams and agree content. Also researching, writing and presenting papers at board meetings.
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	<ul style="list-style-type: none"> • Organising and facilitating ad hoc task and finish or thematic working groups as required. • Administering overall operations of the partnership, including: reviewing and evaluating the results of program activities/deliverables, ensuring contractual obligations are fulfilled, and allocating resources for greater program effectiveness and efficiency. • Producing, maintaining and monitoring a 3-5 year business plan/Implementation Plan for the Partnership. • To be the first point of contact for Opportunity South Essex related matters. • Responsible for a small operational budget and the management of interns to support the operation of OSE or other staff resources appointed by OSE. • Also commissioning and managing consultants for bespoke pieces of work. <p>Other:</p> <ul style="list-style-type: none"> • To promote the principles of equality and diversity and ensure that these are upheld. • To fully comply with the Health and Safety at Work legislation and the Council's Health and Safety Policy • Ensure that the Council's policies and procedures (including financial regulations and procurement) are understood and followed by staff and other stakeholders. • Ensure a timely response to correspondence, requests for service, member enquiries and formal complaints. • All other activities as required pursuant to the effective operation of the Opportunity South Essex partnership.
Responsibility for Resources	<ul style="list-style-type: none"> • Operational budget of circa £20,000 • If recruited/commissioned responsible for partnership apprentice/ intern and external consultants.

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PERSON SPECIFICATION

Attributes	Activity	Essential	Desirable	How evidenced
Qualifications or membership to a Registered Body	Educated to degree level in related subject or equivalent relevant experience and knowledge.	✓		A/C
	Membership of a relevant professional body		✓	A/C
Knowledge / Skills / Experience	Experience working with a Board of Directors or other governing body	✓		A/I
	Experience of sound managerial judgement	✓		A/I
	Experience of working within/alongside a political environment, responding appropriately to politically sensitive challenges	✓		A/I
	Excellent understanding of local, LEP and national government economic development priorities.	✓		A/I
	Experience of working within/alongside regeneration schemes and/or economic development programmes.	✓		A/I
	At least 3 years' experience of working within/alongside the private sector.	✓		A/I
	Experience of managing external partnership arrangements and working with multi-levels from public, private and voluntary / community sector.	✓		A/I
	Experience and accountability for budget management.		✓	A/I

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	Excellent communication, advocacy and negotiation skills - able to work positively with senior personnel from business, central government, agencies, LEPs and partner organisations.	✓		A/I
	Ability to analyse complex issues including research and policy information and reporting trends from raw data.	✓		A/I
	Experience of managing and monitoring externally funded projects and programmes.	✓		A/I
	Ability to multi task and achieve tight deadlines	✓		A/I
Additional Information	Post holder is required to be mobile to attend meetings across the South East and into London	✓		I
	Post holder will be required to attend occasional evening meetings.	✓		I

A = Application form
R = References

C = Certificates
S = selection test

I = interview

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