

JOB DESCRIPTION

POST: Enterprise Development Manager

DIRECTORATE: Place

DEPARTMENT: Economic Development

LOCATION: Craigavon

REPORTS TO: Head of Economic Development

SALARY: PO6 (subject to review)

HOURS: 37 hours per week Mon – Fri and additional hours as necessary.
Evening and weekend work may also be required.

DURATION: Permanent

All employees are expected to model the Customer Care behaviours of “Serve Passionately, Engage Positively and Deliver Consistently.”

JOB PURPOSE:

To be responsible to the Head Economic Development for the effective leadership, organisation, professional oversight and delivery of Council’s Enterprise Support and related sectoral strategies for economic growth.

The post holder will take a lead in:-

- Enterprise support
- Skills, employability and talent management
- Sectoral business support

MAIN DUTIES AND RESPONSIBILITIES:

1. Lead in the development and implementation of the Enterprise Development Programme, the establishment of associated targets and the performance management of the Programme to create jobs, business growth and promote economic development throughout the Council area.

2. Develop and manage the Borough's Business Improvement District for Seagoe/Carn/Charlestown Road area, bring together the 144 businesses, obtain buy in, establish a stakeholder of private sector interests, produce an agreed action plan and ensure the smooth running of the Industrial Business Improvement District including management of BID Manager's activities.
3. Develop an annual Business Plan for the Service, including measurable objectives and financial targets linked to the Department's Business Plan. Support the Head of Department in the development, delivery and monitoring of the Department's Business, Unit and Performance Improvement Plans, implementing the work programme and managing staff performance.
4. Prepare budget estimates for the annual rates review process and manage budgets, ensuring compliance with Council policies and financial regulations.
5. Manage and develop staff to ensure that they and any employees for which they are responsible:
 - Promote a "One Council" approach;
 - Effectively manage their teams, positively contributing to wellbeing and high levels of employee engagement;
 - Implement and review appropriate training and development programmes for employees to ensure sufficient skills, capacity and knowledge within the service.
 - Operate within Council policies and procedures;
 - Deliver services in the most efficient and equitable manner and in accordance with Council governance and financial regulations;
 - Efficiently and effectively manage available resources;
 - Deliver their agreed targets;
 - Work in a corporate and collaborative way with other services and departments.
6. Work closely with industry, government departments, universities, higher and further education and training providers at a senior level to find innovative solutions to the skills agenda that make a positive impact to productivity across the Borough.
7. Liaise with internal officers and external contacts to design, develop and implement the Department's Communications Plan, including regular and planned PR opportunities, all social media and be proactive in seeking new opportunities to showcase the economy as Council's number one priority.
8. Participate in Council-wide project teams engaged in major development projects within the Borough and design and deliver associated enterprise development activity which creates jobs and business growth.
9. Liaise with departments including the Estates and Assets, Environmental Services and Finance Departments in the delivery of capital projects for the Service.

10. Develop and drive forward key relationships and strategic partnerships with a range of private, statutory, voluntary and community organisations to facilitate a co-ordinated approach to enterprise development in the Borough.
11. Negotiate and work closely with the private sector, regularly interacting with relevant industry bodies and consulting with them regarding the formulation of enterprise development policies and programmes.
12. Identify all possible funding opportunities for Council's enterprise development activities and oversee the preparation of funding bids, ensuring appropriate governance arrangements are in place for the receipt of funding due and the subsequent payment of grants to relevant approved groups where appropriate.
13. Monitor and evaluate the performance of all enterprise projects with key partners and stakeholders and manage the associated enterprise development budgets.
14. Prepare and present reports to Council committee meetings, provide enterprise development advice and provide responses on behalf of the Council to policy and consultation documents.
15. Represent the Council on matters concerning enterprise development to public officials, professional and business associations and community organisations including participation on a range of advisory bodies and boards.
16. Take overall responsibility, within the Service area, for the effective management and resolution of stakeholder and customer queries and complaints, Freedom of Information and other information requests.
17. Maintain current awareness of issues pertaining to and impacting on enterprise development and ensure dissemination of information to the Council and key stakeholders.
18. Undertake any other relevant duties that may be required and are commensurate with the nature and grade of the post.