



Growth Hub Development Manager

Gloucester - £30 - £35,000 pa

We're recruiting...

GFirst LEP are looking for a **Growth Hub Development Manager**.

GFirst LEP are looking for a **Growth Hub Development Manager** to assist the **Director of Strategic Growth** who will be responsible for the ongoing development and delivery of Growth Hub Network activities on behalf of GFirst LEP.

You will be working with public and private sector partners, a key part of the role will be leading the development and delivery of new products and services and the identification of both public and commercial funding opportunities. We are seeking an individual with extensive experience in the development and delivery of complex partnership projects. Business development experience and the ability to design and implement new products and services will be essential to this role.

To apply for the role, please email your CV to Lynn Stacey. The closing date is 1st July 2019 and interviews will take place on the 10th July 2019.

JOB DESCRIPTION

Job Title: Growth Hub Development Manager

Area: Planning for Growth

Reports To: Director of Strategic Growth

Job Purpose/Key Role:

The role holder will be responsible for the ongoing development and delivery of Growth Hub Network activities on behalf of GFirst LEP. Working with public and private sector partners, a key part of the role will be leading the development and delivery of new products and services and the identification of both public and commercial funding opportunities. GFirst LEP is seeking an exceptional individual with extensive experience in the development and delivery of complex partnership projects. Business development experience and the ability to design and implement new products and services will be essential to this role.

1. Primary Functions:

Project delivery

1.1 Working with the Director of Strategic Growth continue to develop and manage the project plan for the implementation of the Growth Hub Network ensuring the project is deliverable and consistent with the standards required by the GFirst LEP Board, senior management and external stakeholders (e.g. relevant Government departments, Gloucestershire County Council, scrutiny committees, etc.).

1.2 Be accountable for project delivery, identifying key milestones and dependencies and providing regular reports to the Director of Strategic Growth, GFirst LEP Board and Growth Hub Management Board as required.

1.3 Be responsible for the identification and management of risks and cross-project dependencies associated with the Growth Hub Network Project, anticipating problems and identifying appropriate solutions as necessary.

1.4 Support and monitor the delivery of the Network centres against funding agreements and the Code of Conduct including compliance with branding and refurbishment guidelines.

1.5 Co-ordinate and manage the evaluation of project activities including the production of relevant reports and management information for individual managers.

1.6. Support operational delivery and compliance, monitoring the activities of Network teams and leading the training and development of Network staff to ensure that lessons learned can be fully integrated into service delivery.

Project development

1.9 Working closely with the Growth Hub Marketing Team and Growth Hub Network partners to support the development of ongoing marketing campaigns for the Growth Hub Network across all media, ensuring all project partners are engaged and consulted.

1.10 Working with the Director of Strategic Growth to identify new products, services and funding opportunities in support of Growth Hub future delivery and long-term sustainability.

1.11 Develop and support business engagement activity to promote Growth Hub services and ensure delivery is aligned to local business support, projects and skills requirements.

2. Secondary Functions:

2.1 Ensure data is held in compliance with relevant legislation e.g. Data Protection Act, GDPR, Freedom of Information Act.

2.2 To contribute to the work of other areas of the Planning for Growth team and GFirst LEP as required.

PERSON SPECIFICATION

	Essential	Desirable
Previous Experience	<p>Substantial relevant professional experience of managing projects</p> <p>Proven experience in building strong relationships across complex, dynamic organisations, stakeholder & partner groups</p> <p>Experience of developing and delivering business engagement projects, activities and services through collaborative partnerships</p> <p>Experience of managing UK Government and/or European funded projects/programmes</p> <p>Experience of writing reports and presenting complex information clearly and accurately</p> <p>Experience of strategic decision making in a project context.</p> <p>Commercial awareness in a business support setting.</p>	<p>Experience of working across the Public/Private Sector interface</p> <p>Working in a rapidly changing, dynamic environment</p> <p>Knowledge of Gloucestershire's geography, economy and culture</p> <p>Knowledge of Local Enterprise Partnerships and their role in the delivery of Growth Hubs.</p> <p>Development of marketing campaigns.</p>

<p>Training Specialist skills</p>	<p>Knowledge and understanding of formal project management techniques and their application to capital and revenue-funded projects</p> <p>Excellent negotiating, planning & organisational skills</p> <p>Ability to use IT packages, including project management tools, to manage complex documents, plans and data.</p> <p>Excellent business analysis and numerical skills.</p> <p>Demonstrable communication and stakeholder management skills</p>	<p>Innovative and proactive approach to solutions and work.</p>
<p>Disposition</p>	<p>Professional and confident, excellent communicator</p> <p>Self-motivated and dynamic individual who can work on own initiative and take responsibility</p> <p>A collaborative worker who is able to share learning and learn from others</p> <p>Resilient, problem solving approach</p> <p>Good time management, ability to work under pressure & to respond quickly to change</p> <p>Ability to successfully manage conflicting priorities</p>	<p>Evidence of influencing and negotiating skills</p> <p>Commitment to high quality service delivery and continuous improvement</p>

Key Relationships:

Internal

- Other staff/team members – who will require support and coordination to deliver aspects of the engagement and initiative delivery.
- Meet regularly with the line manager to assess ongoing and evolving tasks and areas for personal focus/development.

External

- All Key Stakeholders able to influence the economic performance of Gloucestershire.

Decision Making Authority:

- Day to day decisions of how best to manage ongoing tasks and workload to meet personal objectives and targets.

Additional Information:

- Any other duties as required by the business.
- Occasional unsociable hours and travel may be necessary.

Equal Opportunities Statement:

GFirst LEP is an Equal Opportunities employer and seeks to ensure that all applicants are treated in a fair and non-discriminatory manner. Standardised recruitment processes are followed and all applications for posts are considered against pre-determined criteria relevant to the requirements of the post. Consistent with our Equal Opportunities Policy, the Company does not discriminate on any grounds including, but not limited to, race, ethnic origin, colour, sexual orientation, gender, marital status, disability, class, age, political belief, religion or belief.

Respect and Dignity at Work – ‘Improving Working Lives’

GFirst LEP is committed to equality of opportunity and diversity in the workplace; all managers and staff are responsible for ensuring that this is delivered in practice.

GFirst LEP is equally committed to respect for other people and all managers and staff are expected to be clear of what is expected of them and for ensuring that they commit to this policy in their day-to-day working life.

GFirst LEP will not tolerate any forms of bullying or harassment in the workplace. Everyone has a personal responsibility to seek to improve his/her own and colleagues’ working lives to create a healthy and productive working environment.

GDPR

GFirst LEP takes the security of your data seriously. We have internal policies and controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of their duties.