

## ROLE PROFILE

<b>Job Title:</b>	Head of Business Growth and Innovation	<b>Job Code:</b>	TBA
<b>Directorate:</b>	Strategy & Inclusive Growth	<b>Version:</b>	2
<b>Reports to:</b>	Director of Economy	<b>Date Created:</b>	July 2024
<b>No. of direct reports:</b>	4	<b>Grade:</b>	Reference: 19 Grade G

## JOB PURPOSE

At the East Midlands Combined County Authority (EMCCA) we're unlocking billions of pounds of investment for our region through our devolution deal with government. Our newly elected Mayor will be a powerful voice on the national stage for the people of Derbyshire and Nottinghamshire, overseeing devolved powers around transport, housing, skills and adult education, economic development, and net zero.

The East Midlands has a rich history and a diverse present on which to build a renaissance. Ambition and culture put us at the heart of the first industrial revolution – and it will put us at the centre of the next. We will make our region more prosperous, sustainable and fairer, helping our people and businesses to create and seize opportunities.

The Head of Business Growth & Innovation will lead support the development and delivery of the EMCCA's renewed economic strategy with a particular focus on business support, engagement, trade and investment and innovation. Your team will lead on all policy relating to business insight and engagement and must develop and sustain relationships with a range of stakeholders across all business sectors. The post holder will report directly to the Director of Economy and very closely with the Head of Investment Strategy and Programmes on tailoring economic interventions and investment.

## OUR VALUES

We have proactively become a values-based organisation from the outset. In conjunction with our operational ethos emphasizing the importance of people, processes, and outcomes, we embrace continual improvement, and are guided by four core values supported by a behaviour framework:

**We Lift Our Region | We Work Together | We Make an Impact | We Are Human**

These values shape our culture, influence expected conduct, how we work and interact with each other and our stakeholders, fostering positivity, and supporting the achievement of our goals and progress together.

## ORGANISATIONAL LANDSCAPE

### Our Mission

We will be driven by our mission to ensure long-term systemic impact. Created by and for the benefit of our people, businesses, and places in the East Midlands area.

### **Our Vision**

We will make our region more prosperous, sustainable, and fairer, helping our people and businesses to create and seize opportunities. We are built on a foundation of systems leadership and partnership working.

## **MAIN DUTIES AND RESPONSIBILITIES**

### **Role specific functions**

- Lead on all matters of economic policy from the original and any further devolution deals relating to business support, trade and investment, and innovation. Work across the institution and with partners on live and pressing matters pertaining to these and other areas of responsibility.
- Manage our relationships with key partners including major businesses, business representative organisations, and universities to ensure that the region maximises its intelligence, identifies and plugs gaps in provision, and minimises duplication of effort
- Develop, agree and deliver a new and fit for purpose model for business support across the EMCCA area, building on the existing work by LEP and UKSPF-funded programmes and in anticipation of future policy change on delivery models.
- Identify new and existing funding mechanisms to enable businesses to better invest in skills, capital, and innovation to drive productivity gains.
- Be the central point of contact for the EMCCA Business Advisory Board, ensuring the Board has influence – and impact – on economic policy and investment decisions, so the EMCCA is fulfilling its responsibility to embed a strong business voice.
- Initiate, manage and deliver projects and programmes in line with your policy responsibilities, including those on current and future programmes and interventions.
- Oversee the novation of relevant legacy contracts from the D2N2 LEP into EMCCA including legacy (capital and other) programmes in your area of responsibilities including Growth Hubs.
- Support the wider efforts to refresh the regional (economic) strategy within the Economy Directorate with policy advice and intelligence.
- Develop a renewed approach to international trade promotion across the EMCCA area, working with partners nationally and locally to identify and seize new opportunities for our businesses.
- Work with other parts of EMCCA and our partners to develop a compelling investment pipeline for potential funders and investors.
- Work closely with the Head of Investment to develop the Key Account Management programme works closely with the Growth Hub to help to drive up levels of re-investment in our region, and that our Investment Zones have a strong concierge service for new and growing businesses.
- Partner with the central Research and Intelligence Unit to provide economic intelligence, data and insight to underpin strategy development and investment decisions.
- Oversee transferred D2N2 contracts in your area relating to e.g. namely Made Smarter, Smart Manufacturing Data Hub and the Growth Hub
- Support the wider EMCCA effort to deepen devolution, in particular acting as the internal policy lead and advice on your areas of responsibilities.
- Contribute to policy development and delivery across EMCCA as a discipline.

- Further establish EMCCA’s network of relevant leads and partners across the region. Building and maintaining a strong, collaborative network with local, regional, and national partners, including with relevant HMG departments (BIT, DSIT, etc).
- Work with Skills and Employment colleagues to ensure we maximise the reach of the Careers Hub's network of Cornerstone Businesses and volunteer Enterprise Advisers and to ensure the Careers Hub is better able to share wider EMCCA messages with its networks.
- Work with the Director of Net Zero to ensure opportunities to improve support for decarbonisation of businesses are seized.
- To respond as needed to ad hoc or longer-term issues as required by Mayor, EMCCA Board, Chief Executive and wider senior leadership team on your areas of responsibility.
- From time to time, overseeing delivery of certain projects that emerge from the above responsibilities, including those that are commissioned by the Mayor.
- Representing the EMCCA externally as required.
- Deputising from time to time for the Economy Director and/or Executive Director for Strategy and Inclusive Growth.

### Leadership

- Provide strong and visible leadership to your team and line management of your direct reports.
- Embed and role model the EMCCA’s design principles and core values.
- Create a corporate, collaborative, and supportive culture and working environment.

***This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to carry out other duties as directed, and which are commensurate with the level of the post. This document will also be supplemented by key objectives which will be set through the performance and development review process.***

## THE PERSON

<p><b>Experience &amp; Skills:</b></p>	<ul style="list-style-type: none"> <li>• A proven track record of delivering functions relating to economic strategy, policy and investment in a combined authority or similar organisation.</li> <li>• Evidence of policy development and delivery in local and national settings relating to business support, trade, investment, innovation and related matters.</li> <li>• Evidence of being able to conceive and deliver programmes of work at speed and in challenging or complex stakeholder environments.</li> <li>• Evidence of navigating complex and high-profile political environments.</li> <li>• Evidence of building strong, successful and enduring cross-sector partnerships and with key stakeholders.</li> <li>• Evidence of an awareness and interest in devolution and/or regional policy.</li> <li>• Evidence of confident, effective engagement with partners and external stakeholders.</li> </ul> <p><b>Leadership</b></p> <ul style="list-style-type: none"> <li>• A track record of leading and managing teams.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Evidence of growing and developing high performing teams.</li> <li>• Ability to manage change effectively within a political and sensitive environment.</li> <li>• Demonstrate a high standard of personal and professional integrity as well as ethics, values, and personal qualities consistent with the vision, culture, and values of the EMCCA.</li> </ul>
<b>Qualifications, Training, CPD:</b>	<ul style="list-style-type: none"> <li>• Relevant degree, or equivalent relevant experience.</li> <li>• Evidence of progressive career progression.</li> </ul>
<b>Political Restriction</b>	<p>This post is politically restricted under the Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 and the post holder may not have any active political role either in or outside of work.</p>