**Job Description **

**Inward Investment and Regeneration Manager**

**Reports to: Head of Inward Investment**

**Responsible for - Directly: 1**

**Total staff managed: 1**

**Working environment: HYBRID**

**Working hours: Full time**

**Fixed term/permanent/seasonal Fixed Term 2 years**

**Purpose of role**

The purpose of this role is to work alongside the Head of Inward Investment to promote Great Yarmouth as a destination for investment and business growth, through activities such as events, exhibitions, promotion and key account management. This role will also deputise for the Head of Inward Investment as required.

With a focus on the delivery of high-profile, high-value, and high-quality inward investment projects and related initiatives to ensure that Great Yarmouth maximises opportunities and outcomes for our businesses, workforces and key clusters.

This role supports the development and implementation of significant projects and programmes supported by external funding including UK Shared Prosperity Fund, Rural England Prosperity Fund and new Plan for Neighbourhoods UKSPF as well as identifying and bidding for new funding and resources to support economic growth, regeneration and inward investment

**Key result areas:**

* The Borough is seen as a welcoming and attractive place in which to start, run and grow a business
* A high-quality pipeline of inward investment prospects from micro to large businesses
* An engaged and vibrant local business community that actively participates in a constructive dialogue with the Council in key policy areas such as skills, inclusive growth, regeneration and investment
* Projects within our project pipeline are funded, and aligned with Council strategies with outputs and outcomes that reflect the needs and challenges of the business community
* A strategic funding and project pipeline that responds local priorities and opportunities for collaboration with other councils, public and private organisations
* Large funding programmes are well managed, for example, levelling up, UKSPF and plan for neighbourhoods.
* An up-to-date economic strategy.

**Main responsibilities**

* Work alongside the Head of Inward Investment to undertake activities to stimulate and support inward investment and economic development, in line with the Council’s Corporate Plan and medium-term financial strategy and economic growth strategy.
* Nurture local business relationships, developing strategic linkages between them and maximising their access to and uptake of internal and external sources of technical and financial support.
* Work at a national level to influence government investment policy to benefit key local economic clusters.
* Collaborate across the council with relevant internal service areas such as Planning and Property to facilitate and support businesses to base themselves in Great Yarmouth.
* Provide an interface between the Council and local businesses, maintaining a regular, positive dialogue and engagement with them, including leading on the development of networking events, including the running of the networks.
* Regularly report on business intelligence to the executive leadership team and members.
* Use business intelligence to inform future strategy development and demonstrate the impact of the Council’s work to support and develop the local economy in Great Yarmouth, and it’s position on a national stage.
* Lead work to improve the business mix in our town centres, making them more resilient and building on the success of significant recent investment.
* Lead our skills taskforce to ensure that the local skills offer matches employer need and that local people can access the skills they need to access well paid jobs in key sectors.
* Work in partnership across the sector to identify the required skills mix to ensure that the skills offer matches the needs of local businesses.
* Attend key local and national inward investment events and conferences, representing Great Yarmouth as a place to do business, and attracting, and winning new investment.
* Lead the development of a funding pipeline, including the submission of bids, targeted at enabling priority projects identified as part of the Council’s Corporate plan, plan for neighbourhoods and other key regeneration projects.
* Contribute to the management and monitoring of projects and programmes, including UK Shared Prosperity Fund, Rural England Prosperity Fund and Plan for Neighbourhoods.
* Development, management and oversight of grants packages that support Borough priorities.

**The above may change subject to consultation with the post holder.**

**This job description sets out the duties and responsibilities of the job at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the job.**

**Person Specification**

1. **Experience/ Knowledge**

**Essential**

* Ability to develop and maintain strong working relationships with a wide range of partners, including internal and external stakeholders and develop a positive personal and organisational profile and build relationships to a very high level.
* Strong understanding of the local economy and broader and emerging trends within inward investment and economic development
* Effectively skilled at presenting and delivering high-profile reports/presentations to audiences internally and externally across all seniority levels
* Detailed understanding of issues relating to business growth, resilience and inward investment
* Clear understanding of local/regional/national economic and business development drivers
* Experience of developing funding strategies and pipelines to support strategic priorities
* Proven ability to write business cases and successful funding bids
* Ability to see larger strategic picture with highly developed influencing skills to help inform future policy and decision making
* Experience of designing, leading, negotiating, influencing and delivering complex partnerships / projects
* Experience of commissioning, managing and monitoring projects and suppliers related to economic development with a focus on business and enterprise activity
* Ability to work under own initiative, prioritising workload accordingly
* Strong political and commercial acumen
* Highly developed interpersonal and influencing skills.
* Knowledge and understanding of the dynamics and complexities of the public sector and specifically the local government environment and its impact on service provision, staff and relationships with key stakeholders

**Desirable**

* Experience of managing small to medium sized grants
* Experience of working in place marketing and the factors which contribute to success
* Proven track record of delivery and performance management of inward investment projects and programmes, on time and to budget
1. **Qualifications & Skills**

**Essential**

* 1. Degree in a related discipline and relevant extensive experience
	2. Evidence of continued professional development

**Desirable**

* 1. Experience in an industry environment, providing inward investment, place promotion and key account management.
1. **Personal Qualities and Attributes**
	1. Self-awareness
	2. Openness and honesty
	3. Personal resilience
	4. Ability to work under pressure
	5. Probity and integrity
	6. Fairness and consistency
	7. Highly developed political acumen and astuteness
	8. Ability to challenge self and colleagues constructively and sensitively.

The following criteria will be tested at interview stage and does not need to be evidenced in an application form, CV or covering letter

1. **Agreed Behaviours Framework**
	1. Putting Great Yarmouth first
	2. Effective and open communication
	3. Respecting others
	4. Working together
	5. Embracing change
	6. Taking personal responsibility
2. **Our Cornerstones of Management and Leadership**
	1. Trust and Respect
	2. Communicate and Connect
	3. Lead and Inspire
	4. Ownership and Accountability
3. **Additional requirements**
	1. Some evening and/or weekend working