

Job Summary & Person Specification

Job Title:	HEAD OF ENTERPRISE AND INNOVATION
Role Profile No:	RP03027
Department:	ENTERPRISE M3 LEP
Branch / Section:	HCC ETE (Economy, Transport and Environment)
Grade:	I (£58,041 - £65,328)

Job Purpose:

The Head of Enterprise and Innovation will be an essential member of the senior leadership team driving forward the EM3 Vision to support a Low Carbon, High Growth economy in the EM3 area. They will be responsible for leading the programme of work to attract and retain high performing enterprises and support growth in high skilled jobs. They will facilitate cluster development in priority knowledge-intensive business sectors, new investment initiatives and lead on the Hampshire/Surrey Multi-Site Enterprise Zone.

The post holder will be responsible for developing an Enterprise, Innovation and Engagement Strategy to support this work. They will develop relationships and collaborate with our local authority partners, businesses, property agents, developers, UKRI, Department for International Trade (DIT), British Chambers of Commerce (BCC), Confederation of British Industry (CBI) and other stakeholders to attract investment and promote the region as a prime location for business.

As lead for the multi-site Enterprise Zone in Hampshire and Surrey, the post-holder will build relationships and bring together landowners, developers, agents and businesses to facilitate the timely development of land and business space in order to maximise occupation within the zone and the resulting growth in business rates income. They will be responsible for commissioning and managing a renewed Enterprise Zone Implementation Plan, including forecasts of business rates likely to be generated at each site. They will convene a steering group of stakeholders to agree recommendations on strategy and investment.

Main responsibilities:**Strategic and Commercial/Public Sector Stakeholder Engagement**

1. To support implementation of the EM3 Low Carbon High Growth Vision and its accompanying Delivery Plan 2022/23 by leading on Enterprise and Innovation as part of the senior management team.
2. To work collaboratively with local authority partners to support cluster development in high growth and high innovation businesses and sectoral clusters in the region.
3. To establish relationships with local agents and businesses to identify commercial opportunities, space demands, business needs, trends, and upcoming lease events in the region to inform priorities for EM3 intervention.
4. Establish strong partnerships with local authority officers, landowners, developers and investors in commercial development in order to help bring forward innovative, progressive proposals for the development of each site in the Enterprise Zone and potentially wider investment in the region.
5. To lead the Enterprise Zone into its next phase by developing a new evidence-based Implementation Plan which reflects the EM3 vision and has the support of key public and private sector partners and stakeholders. This includes planning and making recommendations to maximise the ongoing development of the sites to secure business rate income.
6. To work with existing businesses in the Enterprise Zone and priority clusters to ensure business retention and secure inward and direct foreign investment.
7. To maintain regular assessments and reporting of business rates income growth and expected income for LEP and other partners.
8. Oversee the collaborative development and implementation of a marketing plan for the Multi-Site Enterprise Zone, with reference to “selling points” of the wider EM3 region.
9. Identify and secure funding to support future opportunities including preparation of business case(s).
10. Ensure ongoing compliance with EM3 programme assurance framework
11. Work with the EM3 core team to identify opportunities to deliver the LEP’s strategic economic objectives through the Enterprise Zone, including the development of a 5G offer through the Living Lab project and the Gigabit EM3 fibre spine project.

Key Decision Areas in the Role

12. Within the Enterprise Zone Implementation Plan programme, be responsible for approving project plans to ensure effective delivery of the strategy and deployment and management of resources, and setting timelines, targets, risks and issues.
13. Be able to achieve resolution of operational and programme matters. Apply judgement in deciding what matters need to be referred to more senior managers e.g. due to sensitivity, risk, impact etc, within their major programme of work.
14. Be responsible for appropriate operational staffing matters in line with departmental arrangements and expenditure against budgets having regard to service plans and priorities.
15. To exercise professional judgement in responding to queries from and making recommendations to senior managers e.g. service development options, resolution of operational issues, changes to policies etc. and contributing to wider service and strategic planning.

Team Working

16. Bring new ideas and ways of thinking to the senior management team (SMT), EM3 Board and colleagues in the wider LEP team, to help shape and refine the LEP's plans for economic recovery and renewal and long-term vision and strategy for EM3.
17. Working closely with colleagues across the team to produce project and programme communications and reports which track progress for the SMT, Enterprise Zone Steering Group and Board as required.
18. Work collaboratively with EM3 colleagues on the wider approach to marketing the region.
19. Engage with the EM3 Board and SMT by providing reports, insights and horizon scanning on the latest developments on priority sector growth, economic strategy and Enterprise Zones policy.
20. To work as part of multi-functional teams to deliver on the wider LEP and EM3 priorities, including business plans, bids and partnership working.

Management and Finance Responsibilities

Budgets: Manage operational budget(s) on behalf of the Joint Managing Director including control of a revenue funding stream to support Enterprise Zone activity.

Work with the LEP Finance Manager to produce regular financial reports on the Enterprise Zone to appropriate stakeholders.

Reports to: Joint Managing Director

Staff: Responsible for 1 or 2 Sector Specialists, 1 Senior Project Officer.

External and Internal Relationships

External:

Commercial: Existing and new businesses, landowners, agents, developers, investors and occupiers.

Political: Hampshire County Council, Surrey County Council, District and Borough Councils and MP's in the LEP area.

Senior officers in Government Bodies e.g. DIT, BEIS, UKRI, Department for Levelling Up and Homes England.

Enterprise Zone Governance: Members of the Enterprise Zone Steering Group, especially the Chair.

EM3 stakeholders: Businesses, Business Representative Organisations, regional Universities, FE Colleges.

Internal:

EM3: Board Directors, Joint Managing Directors, Growth Hub, Careers Hub and EM3 Team members as appropriate.

Person Specification:

Essential Knowledge, Skills and Experience	<p>Knowledge</p> <ul style="list-style-type: none"> • An understanding of the drivers for commercial property development/growth in the region. • An established network of local agents or an understanding of how to develop a network at pace. <p>Skills</p> <ul style="list-style-type: none"> • Ability to build effective relationships, manage and influence a diverse range of stakeholders including with local businesses, government officials, members of the EM3 board, local government Leaders. • High degree of competency in strategic planning, budgeting, financial control, risk management and business development. • Problem solving, strategic thinker with strong intellect. • Thrives under pressure in a fast-moving environment. • Strong focus on execution, with a result driven attitude and detail-oriented approach, while being comfortable to navigate through
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	<p>ambiguity to define direction and recommendations in an effective and timely manner.</p> <ul style="list-style-type: none"> • Proven leadership abilities and negotiation skills – the ability to drive progress forward, overcoming obstacles and potential sources of delay. • Strong verbal and written communication and presentation skills. • Political awareness and judgement. • Excellent interpersonal, negotiation and coaching skills to collaborate with and support the company’s employees, technical experts and external stakeholders. • Ambassadorial qualities. • Pragmatic and adaptable with the ability to deal with ambiguity and effectively manage through conflict. • Creative and analytical, open to ideas, with global perspective. <p>Experience</p> <ul style="list-style-type: none"> • Relevant commercial property development background although other development, economic development, marketing or planning experience would be considered. • Developing strategies and business plans. • Project or programme management experience • Experience of attracting investment to a region, through public or private sector. • Experience in influencing and negotiation • Experience of being a driven, visionary leader who promotes a culture of teamwork and continuous development. • Considerable experience of working with a diverse range of public and private sector partners, including politicians at a local and national level.
<p>Desirable Knowledge, Skills and Experience</p>	<ul style="list-style-type: none"> • Qualifications/membership in the areas of Chartered Surveying, Planning or Marketing would be advantageous for this role but are not essential. • Experience working to support and attract high performing clusters and sectors desirable but transferable skills considered. • A solid understanding and interest in the South East of England’s economic market-place and an understanding of local government politics and structures would be beneficial. • Experience of working with central and local government on activity relating to planning and/or economic development.

Working Conditions:

The Enterprise M3 LEP offices are at DeskLodge, Basingstoke. The post will have a hybrid working arrangement, working at the office but with the opportunity to work at home as well as visits to Partner offices in County councils, District and Borough councils, central government and neighbouring LEPs. On occasion, there may be visits

to industry with some to the 'shop floor' as well as attendance of corporate events on commercial and governmental premises.

Part-time or job share opportunities will be considered.

The work does not involve specific physical effort/strain.

There may be public speaking at conferences, seminars, and media presentations.

Some early morning and late evening activity will be necessary including attendance at corporate hospitality events e.g. 'Black Tie' events.

Private and public transport will be required.

The work does not involve specific physical effort/strain.

As Enterprise M3's Accountable Body, Hampshire County Council act as the employer for all Enterprise M3 staff. You can find out more about working for Hampshire County Council here - <https://www.hants.gov.uk/jobs/whychooseus/benefits>

Enterprise M3 LEP is committed to supporting its staff with a variety of flexible working arrangements. These include part-time working, job sharing and home-working and these can be used where operational requirements can be met.

Enterprise M3's work, including this role, is funded through a number of partners including the Central Government (DIT and BEIS), Business Rates Income Growth (BRIG) funding and the Careers and Enterprise Company:

