



## **Growth Board Manager**

**Up to £50,000  
37 hours per week**

**3 Year Contract**

**Didcot based initially**

### **The Opportunity**

This is an exciting opportunity to be part of a brand new team tasked with supporting the work of the Oxfordshire Growth Board.

The Growth Board is a joint committee of the six councils of Oxfordshire together with key strategic partners. It has been set up to facilitate and enable joint working on economic development, strategic planning and growth.

You will play a lead role in developing and managing the Growth Board's future agenda and work programme, coordinating the Growth Board's work on key projects, managing the production of strategies, policies and plans, and helping to coordinate work between authorities and partnerships to ensure projects are delivered.

The Growth Board has recently agreed the Oxfordshire Housing and Growth Deal with Government. The Deal is a highly ambitious and challenging initiative aimed at securing economic prosperity and sustainable growth for Oxfordshire. A key priority for you will be to ensure that the Board has effective oversight of the Deal work programme. You will also support the Growth Board in taking a strategic approach to the opportunities presented by the Oxford to Cambridge corridor to maximise our influence on policy making and maximise further investment.

### **Primary Responsibilities**

The **primary responsibilities** of the Growth Board Manager are to:

- **lead** on coordinating and progressing the Growth Board strategy and work programme
- **ensure** appropriate, timely information is supplied to the Growth Board on agreed priorities to inform decision-making
- **lead** on production of joint strategies, projects and responses to consultations
- **manage** the Growth Board and Executive Officer Group meeting agendas and work programmes
- **support** joint working between authorities and partners
- **capture information and knowledge** that informs the Growth Board's work and use this to support development of effective Growth Board projects and plans
- **act** impartially in the interests of all Growth Board partners identifying where any conflicts of interest may arise.

- **manage** the Growth Board Democratic Services officer and the Scrutiny Panel Support officer (part time)

### **The person we're looking for**

You will be educated to degree level and will ideally possess a professional qualification in project management, planning, economic development or a related discipline.

There are some **essential attributes** for this role. We'll expect you to have:

- A successful track record of operating in a sensitive political context and winning the respect, trust and confidence of councillors, colleagues, customers and partners
- Strong programme management skills and a successful track record of managing complex programmes
- Knowledge and experience of delivering multi-disciplinary development projects or plans
- Knowledge and experience of community and urban regeneration and good understanding of how to secure sustainable communities
- Good knowledge and understanding of the spatial planning system and the ability to apply this strategically
- Experience of coordinating multi-disciplinary teams
- Effective negotiation, communication and presentation skills
- Dynamism and drive, be a proven self-starter, enthusiastic, proactive and determined
- Experience of planning and managing budgets
- A commitment to equality and diversity

We'll also expect you to demonstrate key **personal qualities** needed for this role:

- Encourage, motivate and empower others to reach organisational goals
- Ability to communicate strategic concepts and to put across arguments in a compelling way, getting people onside and gaining commitment
- Interact with others in a sensitive and effective way, demonstrating a high degree of emotional intelligence and understanding of different perspectives/ priorities
- Create new and imaginative approaches to work-related issues, identifying fresh approaches and showing a willingness and ability to question traditional assumptions
- Analyse issues quickly, breaking them down into their component parts, making systematic and rational judgements based on the information available
- Demonstrate a readiness to make decisions, taking the initiative and spur others into action
- Readily understand and anticipate the need for change, with the ability to establish a sense of urgency and common purpose
- Understand and apply business and financial principles, viewing business issues in terms of costs, income generation and added value

For more information regarding the Oxfordshire Growth Board, please visit: [www.oxfordshiregrowthboard.org](http://www.oxfordshiregrowthboard.org).

This post is offered on a temporary basis (initially 3 years but subject to review based on programme development). It is a partnership post jointly funded by the six City, District and County Councils in Oxfordshire in support of the Growth Board. Normally the post will be based at the Council that has the chair of the Growth Board, which is South Oxfordshire District Council for Municipal Year 2018/19.

The role will be based at the South Oxfordshire and Vale of White Horse Offices in Milton Park, Oxfordshire until June 2020 and then will move to West Oxfordshire District Council's Offices in Witney for a year.

Because the role covers the whole of Oxfordshire you will need to be flexible about travelling, a current full driving licence would be helpful.

Benefits include a minimum of 26 days annual leave, childcare vouchers, and generous pension scheme.

For an informal chat about the role please phone Giles Hughes on Tel 01993 861000

**Closing date for CV's: 3<sup>rd</sup> December 2018**

If you feel this is the role for you please email your CV and supporting statement detailing how you meet the criteria above to [join-us@publicagroup.uk](mailto:join-us@publicagroup.uk)

**Interview date: 12<sup>th</sup> December 2018**

All successful applicants will need to provide evidence of their eligibility to work in the UK.

West Oxfordshire District Council is committed to equality of opportunity and welcomes applications from all sections of the community.