

Job Title – Skills and Business Growth Lead

Overall purpose of the role

Reports to:	Operations Director
Salary:	£45-50k
Terms:	Initially a one year fixed term contract
Deals with:	The postholder will work closely with the LEP Board, employers, business and cluster representatives, skills providers, Chief Executives and Senior Managers in Local Government, senior civil servants within Central Government.
Location:	Based in either Cambridge or Peterborough, with some need to travel between the two and within the LEP area

Tasks:

1. To lead the development of a programme of work, reporting through the Directors to the LEP Board, around two key areas; a) enhancing the skills base of the labour force across the LEP area and b) facilitating the development of those firms and clusters within the LEP area with high potential for growth.
2. To support the development and implementation of the GCGP's programme of work in these areas.
3. To ensure that GCGP delivers against its priorities and targets and that this performance is managed and reported to the LEP Board at regular and frequent intervals.
4. To develop strong and productive working relationships with key partners in relation to these objectives at local and national levels, and to be the team's principal point of contact with these organisations on a daily basis.
5. To work closely with and support the local authorities within the GCGP area and ensure that their activities are co-ordinated, add value and support economic growth across the GCGP area
6. To represent GCGP and its interests at local and national events as required.
7. To report to, and advise the GCGP Board, Sub Groups and GCGP Project team as required by the Directors.
8. To perform any other tasks which the Directors may from time to time request.

GCGP Skills and Business Growth Lead

Person Specification

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
KNOWLEDGE	<p>Excellent understanding of skills issues and the broader business environment</p> <p>Good knowledge of national policy in these areas</p> <p>Good understanding of the LEP agenda</p> <p>Knowledge of key partners, their interests and strategic priorities</p>	<p>Possess a Degree of similar level academic qualification</p> <p>Professional background and qualification in relevant field</p> <p>Knowledge of the GCGP economy and the issues facing the area</p>
SKILLS & ABILITIES	<p>Ability to take a strategic view and isolate key issues</p> <p>Ability to analyse and disseminate complex information in a clear and concise manner</p> <p>Creative, innovative and prepared to take and instigate risks</p> <p>Bold and decisiveness and prepared to take tough decisions</p> <p>Excellent negotiation, communication, persuasion, team working and partnership working skills.</p> <p>Strong financial skills</p> <p>Excellent verbal and written communication skills</p> <p>A self-starter, who can work under pressure and deliver results</p> <p>Well developed diplomacy skills</p>	
EXPERIENCE	<p>Experience of working in skills/business growth or associated disciplines</p> <p>Considerable experience of negotiation in a multi-agency environment</p> <p>Good experience of project management in a complex environment</p>	<p>Management or policy experience in the public or private sector</p> <p>Experience of preparing reports, briefing notes and policy papers.</p>
EQUALITY	<p>Understanding of, acceptance and commitment to the principles underlying diversity and equality of opportunity.</p>	
CUSTOMER CARE	<p>Knowledge and understanding of effective customer care.</p>	