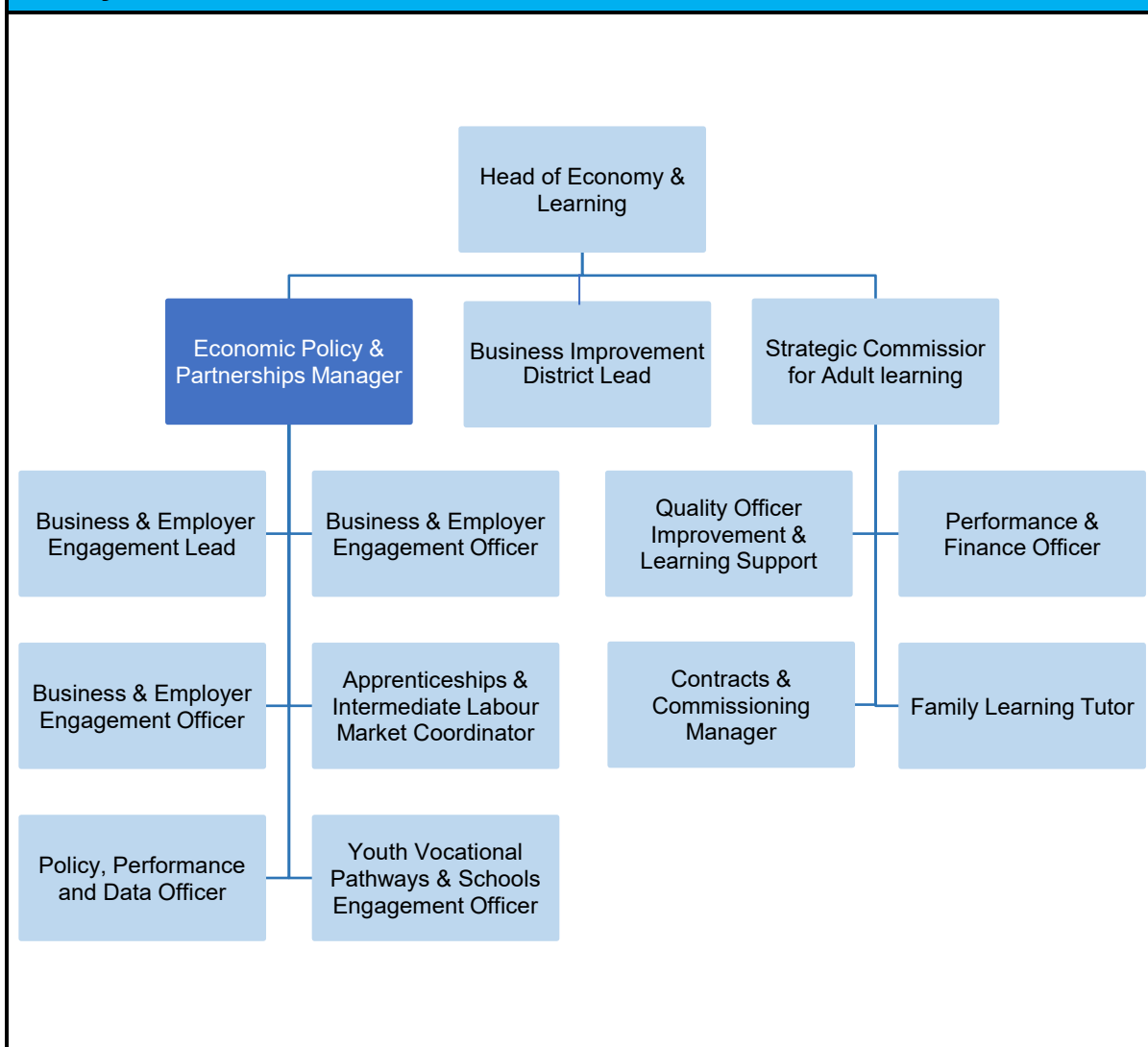


JOB DESCRIPTION

Job Title	Economic Policy & Partnerships Manager
Directorate	Grenfell Partnerships, Community & Transformation
Service	Economy & Learning
Grade	H

Employees directly supervised (if applicable):	6
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Family Tree



1. JOB PURPOSE:

- Develop and implement the borough's economic policy linked to the Council's ambitions to foster a business-friendly borough with a vibrant economy in line with our

position on the London Growth Plan, prioritising economic growth, employment and skills, creating a fairer and understanding economic growth areas.

- Develop and maintain the Council's economic growth, employment and skills data observatory to ensure our policy development is data led.
- Manage the Council's employment and skills enabling team to ensure that it delivers to the boroughs ambitions relating to improve residents access to good jobs or onto pathways for self-employment or business start-up

2. DESCRIPTION OF DUTIES:

1. Lead the formulation and implementation of economic policies to promote sustainable local economic growth, working collaboratively across the council and with external partners to develop and implement economic policies
2. Programme of employment and skills and jobs creation enabling activity to support direct delivery outcomes
3. Establish and maintain strategic partnerships with public, private and voluntary sectors to advance economic initiatives.
4. Organise and/or assist in delivery of programme of events to promote economic engagement – i.e. jobs fairs, apprenticeships fairs and meet the supplier events
5. Liaise with relevant service managers regarding employment and skills needs of their beneficiary cohort
6. Conduct economic research and analysis to inform policy decisions and strategic planning.
7. Engage with local communities to ensure economic policies align with resident needs and promote inclusive growth
8. Support the Head of Economy & Learning in working with the Employment & Skills Strategic Network to ensure cross-council join up of employment and skills delivery
9. Organise contractor and supply-side engagement programme
10. Collaborate with colleagues across the Economy and Learning service including the adult learning team, Business Improvement District lead and S106 Economic Benefits Manager to build strong, outcome-focused relationships that create opportunities for local residents.
11. Contract commissioning, including with Housing & Employment, based on what is needed locally regarding employment and skills, business and entrepreneurship development and support
12. Lead the collection of employment and skills data and performance from teams across the Council to give a borough picture of the employment and skills environment, gaps and areas for improvement.
13. Prepare and present reports to senior leadership, council committees, and partnership boards on the Council's performance policy developments and economic

initiatives.

14. Lead and manage a team of officers, providing direction and support to achieve corporate objectives.

SELECTION CRITERIA/PERSON SPECIFICATION

Job Title:	Economic Policy & Partnerships Manager
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Conditions to Note:

Candidates:

When completing your application form, please address your answers directly to each of the selection criteria below. This enables the panel to assess your ability to meet each criterion. It is essential that you give at least one example of your ability to meet each of the four Values and Behaviours: Putting Communities First, Respect, Integrity and Working Together.

Recruiting Managers:

The following values and behaviours are essential criteria in each post and must be addressed directly by candidates. The Guidance Notes on values and behaviours for managers give example questions to probe candidates in the interview and application stages of the recruitment process.

Values & Behaviours

The Royal Borough of Kensington and Chelsea has identified four key behaviours and values that should be demonstrated by all council employees. Successful candidates will show the ability to meet these behaviours.

A	<p>Equal Opportunities</p> <p>Demonstrate an understanding of and commitment to Council policies in relation to Equal Opportunity, Customer Care and service delivery, and the ability to implement these policies in the workplace.</p>
B	<p>Qualifications</p> <p>Educated to degree level OR relevant work experience</p>
C	<p>Skills; Experience and Attitude</p> <ul style="list-style-type: none"> • Substantial policy and strategy development experience and producing accompanying measurable actions plans. • Experience of programme development and delivery and the reporting of impacts and outcomes from such programmes • Substantial experience of successfully working with employers to develop productive relationships and create opportunities for local people. • Ability to support and motivate others to deliver effectively, demonstrating inclusive behaviours, sharing knowledge and contributing to a positive and collaborative team environment.

	<ul style="list-style-type: none"> • Experience of developing strong partnerships across sectors including working with businesses, Job Centre Plus and other employment and skills providers in the voluntary and community sector. • Ability to gather intelligence about key growth sectors and local priorities to plan and inform service delivery. • Commissioning and contract management experience • Ability to analyse information to support evidence-based decision-making. • Knowledge and understanding of the issues facing disadvantaged people and of appropriate referral services, with experience of developing good working partnerships and referral pathways with these services. • Demonstrated commitment to delivery excellent customer service. • Excellent verbal and written communication skills, with the ability to engage effectively with diverse audiences. • Good influencing and negotiating skills with the ability to work sensitively and collaboratively in a publicly accountable and political environment. • Strong organisational abilities to manage multiple tasks and meet deadlines. • Ability to devise and use systems to track outcomes, report on performance and implement continuous improvement of delivery.
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Our Values & Behaviours	
D	<div style="background-color: #00bcd4; color: white; padding: 5px; text-align: center; border-radius: 10px; margin-bottom: 10px;">PUTTING COMMUNITIES FIRST</div> <ul style="list-style-type: none"> • We put local people at the heart of decision making in everything we do. • We seek to include and involve: all voices matter. • We provide quality services that are responsive, effective and efficient. <p>The following examples are indicators of effective behaviour:</p> <ul style="list-style-type: none"> • I actively involve and include the communities that I serve in my work. • I shall reflect the views of the communities in my daily work. • I shall improve the service I provide through seeking feedback from others. <p>Our residents will feel that:</p> <ul style="list-style-type: none"> • I have been included • I can see how my views have been taken into account • I can see improvements and developments based on my input
E	<div style="background-color: #4caf50; color: white; padding: 5px; text-align: center; border-radius: 10px; margin-bottom: 10px;">RESPECT</div> <ul style="list-style-type: none"> • We listen to everyone and value the personal experiences of people in our communities and of each other. • We adopt a fair, and involving approach regardless of any way in which an individual is different to us. <p>The following examples are indicators of effective behaviour:</p>

	<ul style="list-style-type: none"> • I adapt my approach to take account of all differences and cultures in the community and with colleagues. • I ensure I am equitable and fair by including those who are quiet or may not be able to represent themselves. • I communicate in a way that is respectful, encourages involvement and meets people's needs. <p>Our residents will feel that:</p> <ul style="list-style-type: none"> • I feel my culture and background are respected. • I have confidence that action is being taken. • I feel I am being treated fairly.
<p>F</p>	<div style="text-align: center; border: 2px solid blue; border-radius: 15px; background-color: #00aaff; padding: 5px; width: fit-content; margin: 0 auto;"> <p>INTEGRITY</p> </div> <ul style="list-style-type: none"> • We act with openness, honesty, compassion, responsibility and humility. • We let people know what we are doing and communicate why and how decisions have been made. <p>The following examples are indicators of effective behaviour:</p> <ul style="list-style-type: none"> • I demonstrate empathy in my interactions with others. • I am honest and transparent about the decisions I take. • I follow through on the actions I say I will take and take ownership for communicating the outcome. <p>Our residents will feel that:</p> <ul style="list-style-type: none"> • I am told when something is not possible and the reasons why are explained to me. • I feel my perspective is listened to and understood. • I feel my views are valued
<p>G</p>	<div style="text-align: center; border: 2px solid blue; border-radius: 15px; background-color: #00b050; padding: 5px; width: fit-content; margin: 0 auto;"> <p>WORKING TOGETHER</p> </div> <ul style="list-style-type: none"> • We work together and in partnership with everyone that has an impact on the lives of our residents. • We want to understand, learn from each other and continually adapt. <p>The following examples are indicators of effective behaviour:</p> <ul style="list-style-type: none"> • I work with others to provide an effective service for residents, local communities and other departments within the Council. • I seek ways to work with other departments to deliver a seamless service and find opportunities to improve. • I seek out opportunities to learn from my colleagues and build on good practice. <p>Our residents will feel that:</p> <ul style="list-style-type: none"> • I can get my issue resolved without being passed around departments. • I find it easy to access the services that I need. • I feel the Council is open to new ideas.