

## JOB PROFILE

**DIRECTORATE**

Place

**JOB TITLE**

Assistant Director – Economic Development and High House Production Park

**GRADE**

AD3

**RESPONSIBLE TO**

Director of Place

**KEY LIAISON WITH**

Portfolio Holder; Cabinet; Director of Place; Directors Board; Government departments and agencies developers; house builders; delivery partners; statutory agencies; Business Community; High House Production Park Board; Senior leaders of arts and cultural institutions and funding agencies.

**JOB PURPOSE**

To set and circulate clear strategic direction and policy strategy for the High House Production Park and economic development;

To champion High House Production Park, enhance its reputation as a thriving, world class centre for cultural industries and to secure the development and completion of the site;

To maximise income generation for the site and work with the Board to develop a Business Plan that sustains HHPP in the long term;

To represent the Council's interests in dealings with external parties to secure the funds necessary to deliver the Economic Development agenda including partnership groups and other agencies such as SELEP, OSE, Thames Estuary Growth Board;

To work closely with internal and external partners to deliver the Economic Development function and to enhance and protect the reputation of Thurrock and Thurrock Council;

To lead on the Council's culture, arts and heritage offer, including developing ways to present different offerings within the borough to maximise income from commercial activities;

To coordinate the Council's work on climate change.

**JOB PROFILE  
LAST REVIEWED**

July 2020

**KEY CORPORATE ACCOUNTABILITIES**

1. Advise and support Directors' Board members, Cabinet and portfolio holders in shaping services.
2. Develop effective relationships with residents and ensure that the services provided reflect their needs.
3. Influence and steer the planning of services.
4. Prepare, manage and monitor the service's budget.
5. Ensure effective leadership, motivation and development of the service's staff.
6. Regularly review resources, services and partnership arrangements in order to identify opportunities to improve service delivery.
7. Take a lead role in furthering the Council's commitment to promote diversity and oppose discrimination in the provision of services and as an employer.
8. Ensure full compliance with all legislative and statutory requirements including Health and Safety at Work, and the local policy framework.

## KEY SERVICE RELATED ACCOUNTABILITIES

- To develop a clear understanding of and seek to influence the strategic context in which High House Production Park operates and the vision and strategic plan for Economic services– including partners such as Arts Council England, SELEP and Government bodies and initiatives including the Thames Estuary Production Corridor, South Essex 2050, PCRL and the Local Industrial Strategy.
- Raise the profile of and champion High House Production Park as a location for cultural institutions among senior leaders in the cultural sector, potential investors and funding agencies, creating a business plan for the site and develop a detailed plan for the development of the remaining plots.
- To be accountable for planning and managing the Economic Development programme, the development for HHPP, project budgets and expenditure including setting appropriate financial controls and risk tolerances, securing the necessary investment to deliver the services and projects. Reporting and managing year end processes on behalf of the Council and ensuring compliance with any funding rules and regulations.
- Oversee economic development programmes to include climate change and clean growth, inclusive growth, productivity, inward investment and business retention and diversification.
- To develop and implement appropriate systems to monitor the progress of Economic Development programmes and projects in respect of outputs, budget, programme and risk, ensuring that they are employed by all members of the Economic Development Team.
- To advise elected members, the Chief Executive and Directors Board on matters within scope of this role.
- To be an active member of the Place Directorate Management Team and work effectively to achieve synergy and integrated working between all areas of the Departments within the Directorate.
- To create new strategy, influence and shape the service delivery of arts and culture theatre, museum and heritage services.
- To deputise in the absence of the Director of Place as appropriate.

## PERSON SPECIFICATION

**JOB TITLE**

Assistant Director – High House Production Park and Economic Development

**DEPARTMENT**

Place

**Information for applicants:** The person specification provides an outline of the experience, skills and abilities we expect the successful candidate to possess. You should match your own skills, experience, and abilities to those listed below. Tell us in what way you have carried out the criteria asked for.

**Key to table below:**

**Measured: A = application form; I = interview; O= Other**

1	Educated to degree or equivalent	AO
2	A recognised, relevant professional qualification	AO
3	Relevant experience in a senior management position with a record of measurable success	AI
4	Demonstrable success at inter-agency working and building productive relationships with senior investors, individuals and organisations in the creative sector	AI
5	An understanding of commercial and development issues in the Creative Sector.	AI
6	Proven experience of identifying and developing opportunities for innovation, improvement and change	AI
7	Demonstrable success in leading equality initiatives	AI
8	Able to work under sustained pressure	AI
9	A high level of financial awareness and ability to understand the financial implications of strategy and policy	AI

10	Ability to lead and develop solutions to complex problems and manage others to promote a solution-focused approach	AI
11	Excellent written and oral communication skills, with proficiency in ICT	AI
12	Political awareness	AI
13	Considerable interpersonal skills including ability to persuade negotiate and influence	AI
14	Experience of developing funding packages for the development and ongoing management and maintenance of new buildings	AI