

Head of Economic Programmes

Department: Economy

Division: Economics

Reports to: Chief Economic Advisor

JE Ref: ECON1005

Grade: CS14

JE Date: 01/06/2022

Job purpose

To lead and be responsible for the Future Economy Programme (FEP) (a commissioned work programme) and implement directly, or through colleagues, those actionable initiatives arising from the Programme that meet one or more of the aims to drive economic growth, enhance productivity, grow inclusivity and deliver greater sustainability. Lead on other schemes to support economic growth and productivity.

Job specific outcomes

Lead Government of Jersey engagement with FEP Strategic Partner and other providers ensuring work packages are scoped, tendered and commissioned in line with organisational need, policy and the Public Finance Manual;

Lead programme management and engagement in an open and transparent manner formulating recommendations to relevant internal and external stakeholders including the Political Oversight Group, Ministers, Chief Executive and Director General in order to provide robust governance to the FEP and other growth and productivity programmes;

Translate work package recommendations into actionable, evidence supported initiatives that can be adopted within the department, wider government and arms-length organisations so that a One Gov approach to programme benefit realisation can be achieved;

Link the prevailing work programme to wider planning and delivery across government e.g. fully integrated with the Government Plan, thereby enabling a transparent golden thread to run through the programme;

Establish and track metrics to evidence effectiveness of the economic programmes and individual initiatives in order to provide accurate status reports;

Champion the merits of productive, inclusive and sustainable economic progress across industry sectors and with trade bodies;

Detailed job specific outcomes

Strategic Management

- Provide vision and leadership in the development and implementation of economic programme delivery, seeing that objectives of the programme are understood and met.
- Provide strategic leadership and accountability for development and implementation of the delivery strategy and plans for economic programmes, securing high quality professional services
- Promote change and innovation in approach to improve the project delivery environment to meet the needs of Islanders and the organisation in support of the governance arrangements.

Professional Leadership

- See that the employer's requirement documents address the constraints, strategy and service plans for economic programmes
- Bring understanding and knowledge of equivalent hospital projects nationally and internationally to this project.
- Balance project management and professional expertise through effective leadership and professional judgement skills.
- Ensure that the team communicate complexity in straightforward ways tailored to the needs of multiple audiences in written, verbal and formal presentational.

Operational Management

- Demonstrate strategic alignment to the objectives of the Future Economy programme economic programmes
- Lead and coordinate the implementation plans for new Future Economy programme and other economic programmes
- Ensure that economic programmes are in line with Islanders requirements.
- Lead and coordinate the procurement of suitably qualified contractors, consultants and specialists as required.
- Develop a strong working relationship with the main delivery partner and ensure they are appropriately held to account.
- Work closely with politicians, senior colleagues and those from other Departments.

Resource Management

- Be accountable for the delegated costs of development of economic programmes
- Deliver project within budget allocation and take responsibility for developing re-alignment plans if overspends occur.
- Oversee the assembly of the project teams.
- Champion, within the project teams, opportunities for professional learning and development

Risk Management

- Put in place effective systems for identifying, recording, analysing and taking action to reduce all programme associated risk and promote a culture of openness to reporting
- Arrange that project risk management is included at all levels of project governance

Project Management

- Arrange that the relevant and various economic programme Boards are appraised of both progress and project risks particularly with respect to the project timetable, budget and other matters.
- Supervise and coordinate the work of a team of people appointed to the Project whether internal or external.
- For internal employees, make arrangements for continued involvement of the person to who they are accountable (their line manager).

Statutory responsibilities

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

This role is politically restricted. The job holder is not permitted to undertake political activity involving standing for election to the Government or as a Parish Constable, or publicly supporting someone who is standing for election or playing a public part in any political manner.

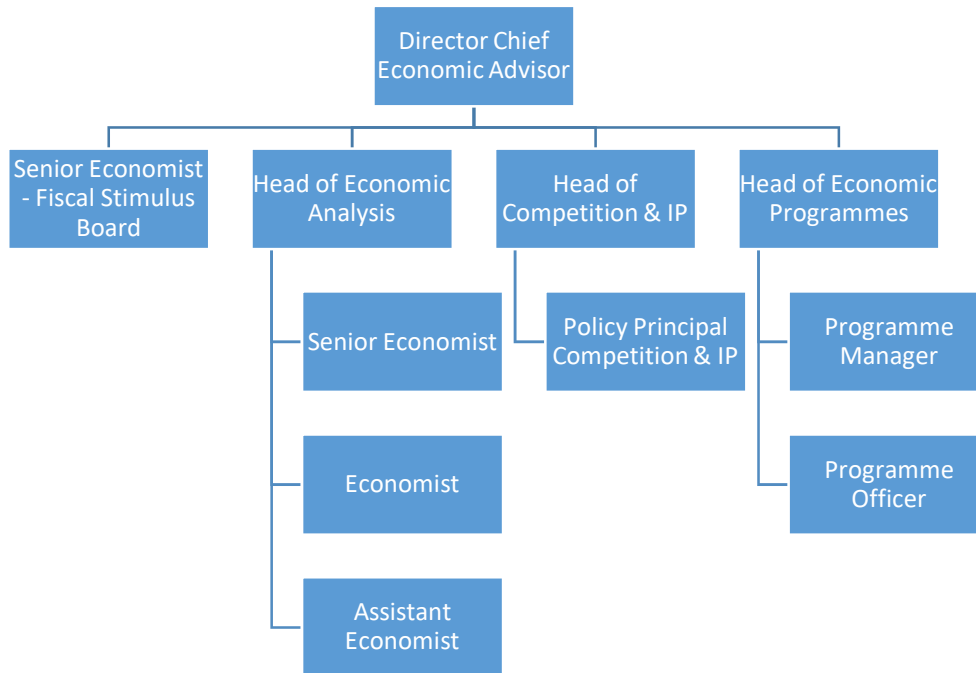
Services

- Future Economy programme and other economic programmes

Organisational structure

One Government Departments





Person Specification

Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications	Educated to degree level in a relevant discipline e.g. finance, economics, business management.	Programme management certification MSP or PMI PMP. Lean process improvement or Six Sigma certification. Evidence of continuing professional development
Knowledge	A sound and demonstrable understanding of economic development, analysis or delivery together with a good understanding of the economic ecosystem in Jersey or similar small/local economy. Experience of applying programme management principles, practices	Experience of working within a public sector environment or partnering with others in a public policy setting.

	<p>and techniques with a strong results orientation.</p> <p>Deep expertise in the necessary commercial and technical skills required to ensure the programme remains on track to deliver business outcomes.</p>	
Technical / Work-based Skills	<p>High standard of written and verbal communication skills across a range of media and settings.</p>	<p>Strong presentation skills and the ability to communicate change-related messages in a positive and engaging manner.</p>
General Skills/Attributes	<p>Willingness and ability to provide constructive challenge in the face of well-established or traditional views.</p> <p>Must be able to move confidently, at pace and with strong situational awareness of other stakeholders.</p> <p>Ability to build and develop strategic relationships with key stakeholders, influencing and negotiating with a wide range of partners to achieve good outcomes on behalf of the public service.</p> <p>Excellent persuasive written and verbal communication skills</p> <p>Ability to work successfully across departmental and organisational boundaries as part of Team Jersey.</p>	
Experience	<p>Substantial prior experience leading change within a complex setting, ideally in the public sector.</p> <p>Substantial proven experience in policy formulation and / or leading change programmes.</p> <p>Track record of successfully working within a complex stakeholder environment subject to significant public and political scrutiny.</p>	

	<p>Successful experience of developing and sustaining a culture that established an inclusive, open and high-performing environment that supports changes and improvements to service standards.</p> <p>Experience of developing, leading and motivating a high performing team of multi-disciplinary professionals.</p>	
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Core Accountabilities, Attributes and Behaviour Indicators

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the Government of Jersey Tier 3 core accountabilities, attributes and behaviour indicators.

Date of Evaluation	xxx
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Post Band	xxx
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