

Head of Local Economy

Department: Economy

Division: Economy

Reports to: Group Director Economy

JE Ref: ECON111

Grade: CS15

JE Date: 06/08/2020

Job purpose

Driving local economic development in line with the priorities within the Common Strategic Policy (CSP) by supporting and promoting programmes and initiatives that create a vibrant and sustainable economy and skilled local workforce for the future, and creating economic links with neighbouring jurisdictions to improve productivity and create a stable framework for the local economy.

Job specific outcomes

Lead on the development of a rural economy to drive improved financial performance from business activity derived from the use of agricultural land and the countryside (e.g. dairy, arable, and other agricultural activities) to encourage sustainable development by achieving the right balance between economic stimulation and the preservation of the environmental and cultural heritage.

Coordinate programmes that provide business support to drive innovation and productivity improvement by ensuring continuity of access to labour, advice and finance through the provision and management of grant and subsidy schemes to deliver economy related Government priorities.

Lead on the maintenance and development of the Island's arts, culture, heritage and sport sectors, ensuring their contribution to the Island is recognised across Government agendas and Island priorities. Champion their contribution to the Island's economy through a One Gov approach to policy development.

Provide commentary on the Island's productivity indicators to the Minister for noting and be the lead expert and provide specialist advice on the status and delivery of the Island's economic development targets in the traditional sectors (e.g. agriculture, retail, tourism, hospitality) to Senior Management and politicians to support the development of Government strategic aims.

Oversee the development of the necessary enabling legislation to support the delivery of targets within the local economy sectors by identifying requirements for new legislation and amendments to existing Statutory Instruments, giving law drafting instructions and coordinating regular reviews to ensure the provision of a legal framework that enables and optimises economic growth.

Establish an intelligence and foresight function by leading the development of research programmes involving horizon scanning to understand how productivity developments will need to

be delivered in future, enabling the use of new technologies and processes to meet the needs of local residents and businesses alike and comparing against 'best in class' at international level.

Lead a multi-disciplinary team across Government to create a coalition to deliver productivity improvements through skills development and digital training programmes to ensure that local businesses are equipped to recognise means through which they can use resources more efficiently, by investing in skills, encouraging innovation and entrepreneurship and digital communications to support local businesses in their growth.

Identify and develop the inter-relationships between ALOs, promoting and facilitating collaborative working, to continually develop and increase the degree of strategic alignment with the Government's strategic objectives and ensure that services are designed and delivered around the customer whilst providing value for money.

Provide specialist advice on the effectiveness and performance of ALOs partnership relationships against agreed KPIs for economy, service efficiency/effectiveness, identifying trends and areas for improvement and identifying remedial actions to be taken when their public service obligations are not met, supporting them to remain fit for purpose and able to fulfil customer needs. With the support of Sector Leads, manage the day-to-day relationships with grant-funded bodies and Arm Length Organisations which impact on the Economy, to ensure strategic alignment with Government policy and desired outcomes, for example through providing better paid jobs, more employment opportunities, as well as future and sustainable funding for public services.

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 (TIER 1,2 and 3 jobs only – DELETE if not applicable)

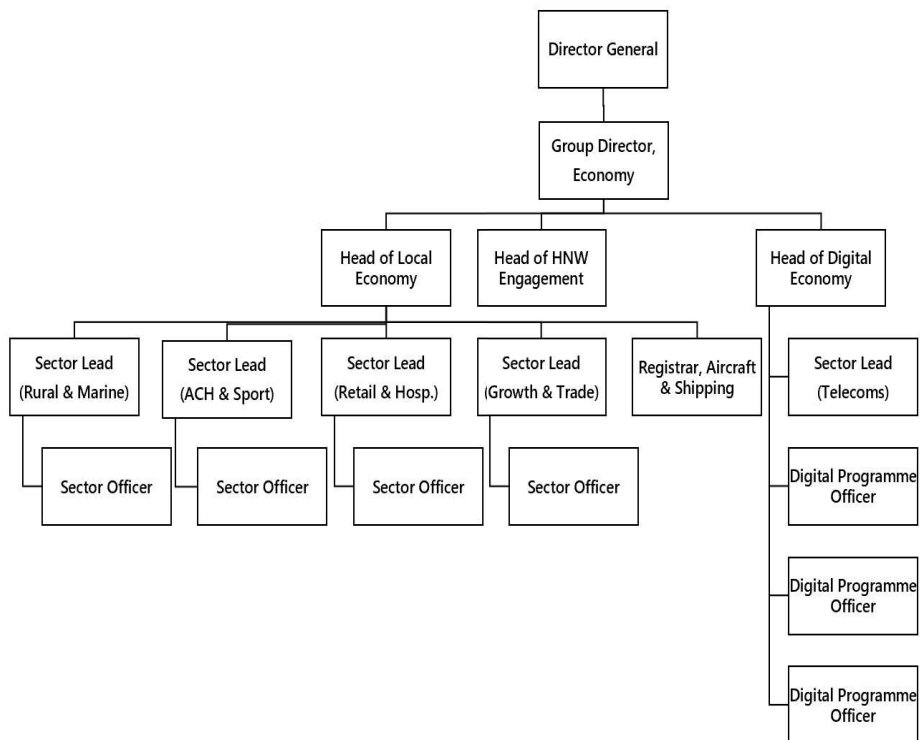
- Economic Growth
- Productivity Improvement
- Rural Business Development
- Arts, Culture, and Heritage Development
- Promotion of Tourism and Hospitality
- Enhanced Retail Offering
- Provision of the British Register of Ships in Jersey

This is a Tier 3 role.

Organisational structure



Organisation chart



Person Specification

Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
<p>Qualifications</p>	<p>Degree or equivalent specialist knowledge in a relevant discipline.</p> <p>A level 7 post-graduate qualification or equivalent gained by substantial practical experience in a relevant specialism, including Finance and / or MBA.</p> <p>Chartered membership of a relevant professional institution (e.g. IED)</p> <p>Project management qualification or equivalent.</p>	<p>Change Management qualification</p>
<p>Knowledge</p>	<p>High commercial acumen, with an understanding of various approaches to ensure large scale programmes integrate to achieve greater economic and social value.</p> <p>Detailed knowledge of local, UK and EU legislation, directives, regulations and international agreements with a comprehensive understanding of how they impact local legislation, policy frameworks and practices.</p> <p>Ongoing Continuing Professional Development to remain up-to-date with the latest methodologies and industry research and best practice.</p>	<p>Knowledge of:</p> <p>The activity and processes of Government including interaction between politicians and officials.</p> <p>Management reporting as it relates to this role.</p> <p>Department for the Economy key objectives, risks and issues relevant to the department directorate and the role.</p>

	<p>Knowledge of managing a budget and business planning processes.</p> <p>Knowledge of the Government of Jersey or a comparable organisation and its strategy and functions.</p>	
Technical / Work-based Skills	<p>Computer literate with ability to operate the Microsoft Office package.</p>	<p>Driving licence</p> <p>O365 experience</p>
General Skills/Attributes	<p>Strong relationship building skills.</p> <p>Good planning and organising skills so as to generate medium and long-term strategic plans for the relevant areas of responsibility.</p> <p>Ability to lead, motivate and manage teams to facilitate achievement of high delivery and performance and manage poor behaviour.</p> <p>Excellent verbal and written communication skills.</p> <p>Ability to produce written materials (e.g. letters, reports, discussion papers, proposals) to a high level for presentation to a variety of audiences, including the States Employment Board, Scrutiny and Government of Jersey Ministers.</p> <p>Ability to communicate confidently and effectively in media interviews when required. Ability to communicate effectively to senior stakeholders,</p>	

	<p>including politicians and Senior Management and deliver key messages at a suitable level.</p> <p>Ability to influence and persuade a wide range of stakeholders in and outside the department.</p>	
<p>Experience</p>	<p>Practical experience of leading and managing a diverse range of services within the remit of this role related to Productivity Development, Rural Economy, Culture and Hospitality.</p> <p>Experience in leading multi-disciplinary teams with both internal and external members.</p> <p>Experience in project management.</p> <p>Proven management experience, including management of teams, obtained by a combination of professional experience and more formal management training.</p> <p>Experience in delivery against large budgets.</p> <p>Experience setting and deploying strategy at departmental / directorate level.</p> <p>A proven track record of achieving objectives on time and reporting updates in line with organisational processes.</p> <p>Experience of best practice within the area/s overseen as part of the</p>	

	<p>remit of the role to make recommendations for change.</p> <p>Experience working alongside senior stakeholders within the public sector or a similar context.</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 1 to 3 core accountabilities, attributes and behaviour indicators.