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| **Service:** | Economy Directorate  |
| **Post title:** | Head of Business Growth and Innovation |
| **Grade:** | HOS 2  |
| **Responsible to:** | Director of Economy  |
| **Staff managed:** | Manages a team of specialist professionals |
| **Date of issue:** | May 2025 |
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| Job context |
| York and North Yorkshire Combined Authority (the Combined Authority) is a public sector employer with access to powers and funding to unlock transport and housing improvements, boost skills provision and help the economy transition to net zero. Making the most of the combined strengths of the city region and rural powerhouse, the Combined Authority is a long-term commitment to shaping a brighter future for generations to come. By working for us you will play a part in making positive changes, unlocking investment, supporting business and communities to thrive, and creating new and better opportunities for people that live and work here.The Head of Business Growth & Innovation will be responsible for leading, developing and managing all aspects of integrated business growth and support and trade and investment to drive economic development in the region. whilst ensuring innovation led growth is at the heart of everything the CA does.They will lead the York and North Yorkshire Growth Hub to deliver effective business support services and provide strategic leadership to ensure that the Growth Hub becomes a fully integrated regional offer, responding to national and regional strategies. They will ensure a sector development approach to maximise growth in core and high opportunity sectors and provide a holistic inward investment function that promotes the region, actively targets investment, and provides both high quality support to locating businesses. Run a key account programme for both international and national major employers. The post holder as key member of the Combined Authority Leadership team is responsible for delivering a £1bn investment across York and North Yorkshire through leadership of Investment Programmes including; Mayoral Investment Fund, Local Transport Fund, Business Growth and Trade & Investment Services, Brownfield Housing Programme.The Head of Business Growth & Innovation will lead on representing the region at sector events and leading the CA’s presence at and hosting of major showcases such as UK REiiF, as well as servicing the York and North Yorkshire Business Board and Developer PartnershipThey will Matrix manage large scale teams across a wide range of public/private/academic partners to respond to major investment opportunities and government programmes  |
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| Structure |

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| Job Description |
| Job purpose | * **To oversee an integrated business growth and support and trade and investment function**
* **Lead the York and North Yorkshire Growth Hub to deliver effective business support services and ensure that the Growth Hub becomes a fully integrated regional offer, responding to national and regional strategies.**
* **Lead a trade and investment function to promote and proactively target and secure economic growth for the region**
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| Operational management | * Support the Director of Economy in the creation of an empowered, high performing, outward-facing directorate that looks to continually improve the way we work.
* Represent the Combined Authority in high level interactions with central government, local government, stakeholders and partners.
* As part of a Directorate management team, provide visible leadership across the directorate.
* To be the subject expert in their field, providing direct briefings to the Mayor and shaping the Combined Authority’s agenda
* To shape the strategic direction and appropriately resource the service area.
* Drive successful delivery of all programmes and activity for which the service area is responsible.
* Produce and present written reports to the Combined Authority ensuring all appropriate permissions are in place for service delivery
* Ensure programme delivery is compliant with the Combined Authority’s assurance framework and complies with all statutory and legislative requirements (such as procurement, legal, financial and human resources)
* Actively manage a complex forward plan and pipeline projects to ensure managed prioritisation of delivery.
* Work across the Economy directorate and wider Combined Authority to ensure the service area contributes and compliments to the whole economy agenda
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| Communications | * To represent the Directorate and Combined Authority across, stakeholder partner relationships.
* Engage the Combined Authority and its Committees with both written and presented information in a high-quality professional manner.
* Provide the key interface from the Combined Authority with local authority colleagues to influence and build shared ambitions.
* Influence and liaise with stakeholders and partners as required to ensure that implementation of plans is carried out consistently and effectively.
* Deliver presentations to develop effective service delivery and good stakeholder relationships.
* Inform and analyse national and local policy change and communicate implications to senior operational managers and staff as appropriate.
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| Partnership / corporate working | * Work in conjunction with partners, local government organisations and agencies to drive improvement in public services and public confidence.
* Create, maintain and develop close partnership links with public, private and third sector partners to achieve the best support in delivering the Combined Authority’s priorities.
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| Resource management | * Exercise professional leadership through managing staff, ensuring relevant professional and occupational standards are maintained.
* Inspire, lead and line manage staff, taking responsibility for recruitment, appraisals and allocation of work.
* Budget management responsibility and decision making from a delegated budget
* Manage the service area within operational budgets and be responsible for the delivery of all funded programmes for which the service is responsible.
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| Systems and information  | * Ensure that systems and processes to support the service are consistent with the Combined Authorities standards and procedures.
* Produce written reports as required including evaluation and impact statements for distribution service wide and to partners.
* Use relevant IT systems and tools to support the management, delivery and development of services, ensuring records are accurate and current.
* Ensure government guidance and legislation are interpreted appropriately and are adhered to in a manner consistent with good practice.
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| Strategic management | * Oversee the joint and Directorate programmes promoting equality, diversity, inclusivity and human rights compliance, ensuring improvement in community public trust and confident in public services.
* Serve as a member of the Directorate’s management team, delivering to the directorate and corporate agendas.
* Establish a culture and approach within the Economy Directorate, providing clear objectives and priorities which filter through to individual and team objectives that encourages and promotes performance management and improvement.
* To ensure the Service delivers on its reporting and accountability obligations.
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| Politically Restricted  | * This post is politically restricted under the Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 and the post holder may not have any active political role either in or outside of work.
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| Person Specification |
| Essential upon appointment | **Desirable on appointment** |
| Knowledge* Knowledge of business growth and support services
* Knowledge of the operation and role of trade and investment in securing investment and economic growth
* Knowledge of to the role of planning and the implementation of capital project delivery at national and local level
* Knowledge of the skills and employment support landscape in York and North Yorkshire region
* Comprehensive knowledge of the main issues and influences affecting the service area.
* Detailed knowledge of main issues and influences affecting the services allocated to this post.
* An understanding of devolution and local government, and current and future issues to be faced, as well as the financial, legal, and political context of public sector management.
* Comprehensive knowledge of the principles and practice of:

a. effective people management. b. excellent customer service. c. continual improvement using evidence – based approach; and d. appropriate risk management * Strong understanding of local authority planning processes
* Knowledge of programme project management methodology
* Knowledge of contract management rules and procedures
* Extensive knowledge of project/programme reporting and Board engagement
 | * Knowledge of issues surrounding the operation of Combined Authorities.
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| Experience* Experience of having operated in a business growth and/or trade and investment environment
* Experience of leading the attendance of an organisation at events to promote a place or sector
* Experience of working with commercial investors
* Experience with local authority planning teams to unlock development opportunities
* Significant leadership experience in the business of the service area.
* Experience of having successfully negotiated and engaged with key government departments on policy and funding
* Proven track record of strategic and analytical thinking to develop effective responses to opportunities and challenges
* Extensive experience of managing a diverse range of complex projects and programmes
* Experience of reporting complex performance data at a local and national level
* Extensive experience of strategic planning, policy development and implementation, and performance management
* Experience of developing and implementing organisational culture change within a large diverse organisation
* Successful management of budgets.
 | * Experience of responding to media enquiries.
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| Occupational Skills* High level analytical skills with the desire to ask difficult questions; be tenacious and find service improvements
* Highest standards of integrity and probity and a demonstrable commitment to Equality, Diversity, Inclusivity and Human Rights
* Excellent communication skills, strong negotiation and influencing skills.
* The ability to lead - and play a key role as part of – across a complex public authority and across the partnership landscape.
* The ability to think strategically and to appreciate the wider corporate and public interest needs
* The ability to work on own initiative and self-motivate
* The ability to prioritise and manage multiple work streams.
* Ability to risk assess and make effective decisions balancing this alongside overall organisational goal
* Political awareness and capacity for partnership working in a highly devolved and accountable service
* Ability to drive team performance across a range of diverse projects
* The ability to contribute to the planning of resources for the whole organisation and to understand where specific programmes need to collaborate to drive change.
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| Professional Qualifications/Training/Registrations required by law, and/or essential for the performance of the role* A degree or equivalent level of experience
* Management qualification or equivalent level of experience
* Evidence of continuous professional development.
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| Other Requirements* Able to work flexibly to meet the demands of the job including some out of hours working at either evenings or weekends.
* Committed to the development and demonstration of the corporate vision, values and behaviours.
* Committed to ensure equality and inclusion are demonstrated.
* Highly motivated and not easily discouraged.
* Personal and professional demeanour and credibility which commands the confidence of members, senior managers, staff, members, external partners and other stakeholders.
* A high degree of probity and integrity and work within the constraints of a publicly funded service.
* A commitment to learning and achievement.
* Able to travel for business purposes
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| Behaviours * Link to YNYCA Values and Behaviours
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NB – Assessment criteria for recruitment will be notified separately.
Optional - Statement for recruitment purposes: You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process.