

## Job Description

<b>Post title</b>	Head of Inward Investment	
<b>Grade</b>	SM3	
<b>Job Evaluation Code and Points</b>		
<b>Directorate</b>	Economic Growth and Innovation	
<b>Team</b>	Inward Investment	
<b>Reporting to</b>	Assistant Director of Business Growth and Inward Investment	
<b>Responsible for</b>	Inward Investment Team	

### Job Purpose

To support the implementation of strategies and lead on operational delivery for all aspects of the North East's Inward Investment strategy, supporting the Mayor and the Combined Authority's Senior Leaderships team to position the region to be a prime destination for inward investment activity. The postholder will work closely with partners across local government, private sector, central government and international stakeholders (senior government officials and senior business representatives) to attract high value, job creating investments that align with regional priorities.

This role requires someone with ability to manage vertically and horizontally across the organisation to ensure the service area is effective and efficient. This role requires strong leadership capability and a good understanding of public and private partnerships.

### Duties and responsibilities

#### Leadership and Innovation

- You will be responsible for leading the implementation of strategies in relation to inward investment, including the Combined Authority's Inward Investment Strategy which are fully aligned to our Local Growth Plan, Corporate Plan, strategic policy priorities and organisational values.
- You will lead the development of inward investment propositions for the region, linking with senior business representatives and senior government representatives for the Local Growth Plan and related strategies.

- You will represent the region at national and international trade missions and forums and you will ensure that the trade mission program is developed in line with the Local Growth Plan and that all events provide impact and value for money.
- You will be part of the Authority's management team and work directly to the Director of Economic Growth and Innovation.
- You will provide a visible strategic leadership role for the Inward Investment team, ensuring measurable delivery against a set of clear objectives working in parallel to our organisational KPI's.
- You will work across the Authority to lead strategic advice on all aspect of Inward Investment work from policy development through to operational delivery, gaining a close understanding of the Directorates and their operational requirements.
- You will be able to use insight and evaluation to challenge established practices and introduce ongoing service improvements.
- Oversee the delivery of investment projects from initial inquiry to completion. Coordinate with internal departments and monitor progress and ensure projects meet timelines and objectives.
- Oversee the delivery of sector-specific and place-based investment strategies bringing forward new ideas and agile responses to market opportunities ie. (AI, technology etc)
- Collaborate with public and private stakeholders to co-create compelling narratives and evidence based investment cases.

### **Impact on People – (Internal and External Influencing)**

- In supporting with the development of strategies for Inward Investment and Trade you will develop positive relationships with a broad range of internal stakeholders, building and maintain strong collaborative partnerships. Externally you will be expected to build relationships across our local authority community as well as other combined authorities, government departments.
- You will play a leading role in the relationship between the region and the national government (Department for Business and Trade, Office for Investment), large inward investors and Local Authorities and the local business community. You will lead the teams at the Combined Authority to successfully land inward investments in the region at pace.
- You will be responsible for all aspects of stakeholder engagement for the Authority on Inward Investment and Trade Visits.
- Lead develop and motivate a multi disciplined team, fostering a high performance culture grounded in collaboration and purposes.
- Support team development through mentoring professional growth opportunities and clear performance objectives.
- Work in partnership with local authorities, skills providers and community stakeholders to ensure that inward investment delivers inclusive economic growth and benefits local communities.
- Champion equality, diversity and inclusion across all inward investment activity and within the team.
- Service as a visible leader and a role model promoting regional talent and ambition.

**Financial Resource Management:**

- This role is responsible for overseeing the resources (financial and non financial) allocated to the inward investment function of the Authority, ensuring that this is managed to achieve effective value for money and clear allocation of resources to deliver against strategic objectives.
- You will lead your team creating a high performance culture that is aligned to Organisational values, behaviors, policy vision and priorities, reflecting best practice and continuous professional development.
- You will ensure that the team is supported and developed throughout.

## Organisational responsibilities

- **Communication**

We communicate effectively with our peers, partners and local authorities and work collaboratively to provide the best possible outcomes. Communication between teams, services and partner organisations is imperative in providing the best possible service to the region.

- **Confidentiality**

All members of staff are required to undertake that they will not divulge to anyone personal and/or confidential information to which they may have access during the course of their work.

All members of staff must be aware that they have explicit responsibility for the confidentiality and security of information received and imported in the course of work and in using organisation information assets.

- **Health, Safety and Wellbeing**

We take responsibility for health, safety and wellbeing in accordance with the North East CA Health and Safety policy and procedures.

- **Performance Management**

We promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. You will contribute to the organisation's appraisal processes to ensure continuous learning and improvement and to increase organisational performance.

All members of staff will receive appraisals and it is the responsibility of each member of staff to follow guidance on the appraisal process.

*The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by their manager.*

## Values and Behaviours

Our values and behaviours are the things that are important to us, individually and as a team. They articulate the way we want to conduct ourselves. Combined, they work together to make us who we are and we use them to anchor all that we do. The North East CA values are:

- Strive for brilliance
- One team
- Drive sustainability
- Make it happen
- Be inclusive

## **Inclusion, Diversity, Equality and Belonging**

We are committed to creating a fairer North East where everyone can thrive with aspirational jobs, new skills, and better homes. All employees are responsible for taking proactive steps to eliminate discrimination, advance equal opportunities and foster good relationships in every aspect of their work.

## **Special requirements of post**

- **DBS**

This post is not subject to a disclosure.

- **Politically restricted**

This post is designated as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State.

## Person specification

### Job Title: Head of Inward Investment

The following criteria will be used to shortlist at the application stage and will be further explored at the interview stage.

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Degree or equivalent in a related discipline, or experience gained at a similar level</li> <li>Evidence of continued professional development.</li> </ul>	<ul style="list-style-type: none"> <li>Postgraduate qualification in a relevant field</li> <li>Membership of a relevant professional body</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Proven experience of working at a senior level within function of expertise</li> <li>Proven track record of securing domestic and international investment into a region, including working with key intermediaries and investors.</li> <li>Proven experience of providing strategic advice to senior leaders, particularly on complex issues</li> <li>Demonstrable knowledge of wider markets and sectors with the ability to share learning and best practice.</li> <li>Can demonstrate a sustained track record of success.</li> <li>Proven and relevant leadership experience in large and complex organisations</li> <li>Experience of building, leading and managing a high performing team</li> </ul>	<ul style="list-style-type: none"> <li>Experience working with Department for Business and Trade (DBT), UK embassies or international trade agencies.</li> <li>Experience of shaping investment propositions and policy at a regional or national level.</li> </ul>
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>Ability to think strategically within a complex organisation and broader system.</li> <li>Strong understanding of what drives investment location decisions and ability to develop compelling value propositions.</li> <li>Ability to translate strategies into plans and practice that makes a difference.</li> <li>Excellent written and verbal communication and reasoning skills, with the ability to influence and persuade senior partners, stakeholders and gain the confidence of Members.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of tax incentives and planning frameworks.</li> <li>Experience supporting foreign direct investment (FDI) and joint ventures.</li> </ul>

	<ul style="list-style-type: none"><li>• Skilled negotiation skills, experienced with working in a political and unionised environment.</li><li>• Flexible and adaptable; able to work in ambiguous situations, with agility to react and adapt quickly.</li><li>• Creative and innovative thinker and keen learner</li></ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"><li>• High level of integrity and professionalism.</li><li>• Adaptability and willingness to embrace change.</li><li>• Proactive and results orientated approach.</li><li>• Committed to the principles of equality and diversity.</li></ul>	