

Enterprise Manager, Dacorum Borough Council Job Pack

Thank you for your enquiry about the role of Enterprise Manager with Dacorum Borough Council.

This pack includes

- The advertisement
- The structure chart
- The Job Description
- The Person Specification

On review of the information should you wish to apply, please submit an up-to-date CV supported by a personal statement (not to exceed four pages of A4) that outlines how your skills, knowledge and experience meet the requirements of the role.

Please also submit a covering letter outlining your motivation for applying, which includes a mobile number and a personal email address (which you check on a regular basis). We will use these details to contact you in relation to this job application.

This should be sent to applications@solace.org.uk at Solace in Business by no later than **noon on Monday 29th April**.

Should you have any queries about the role or the recruitment process, please contact Solace in Business on 020 7976 3311.

Enterprise Manager, up to £55,154

This is an exciting time to join Dacorum Council as we have ambitious and challenging plans for major new sustainable and green growth through the Hemel Garden communities programme and transformative regeneration plans including for Hemel Town Centre. We also have transformative plans for our major business park at Maylands, home to HertsIQ, Hertfordshire's Enterprise Zone.

The Place, Communities and Enterprise service has been created to provide direct capacity to drive forward and deliver these place-based outcomes. We are looking for committed, passionate leaders to drive the service forward and work collaboratively across the Council and with stakeholders to ensure that this exciting and ambitious place-based delivery programme is implemented.

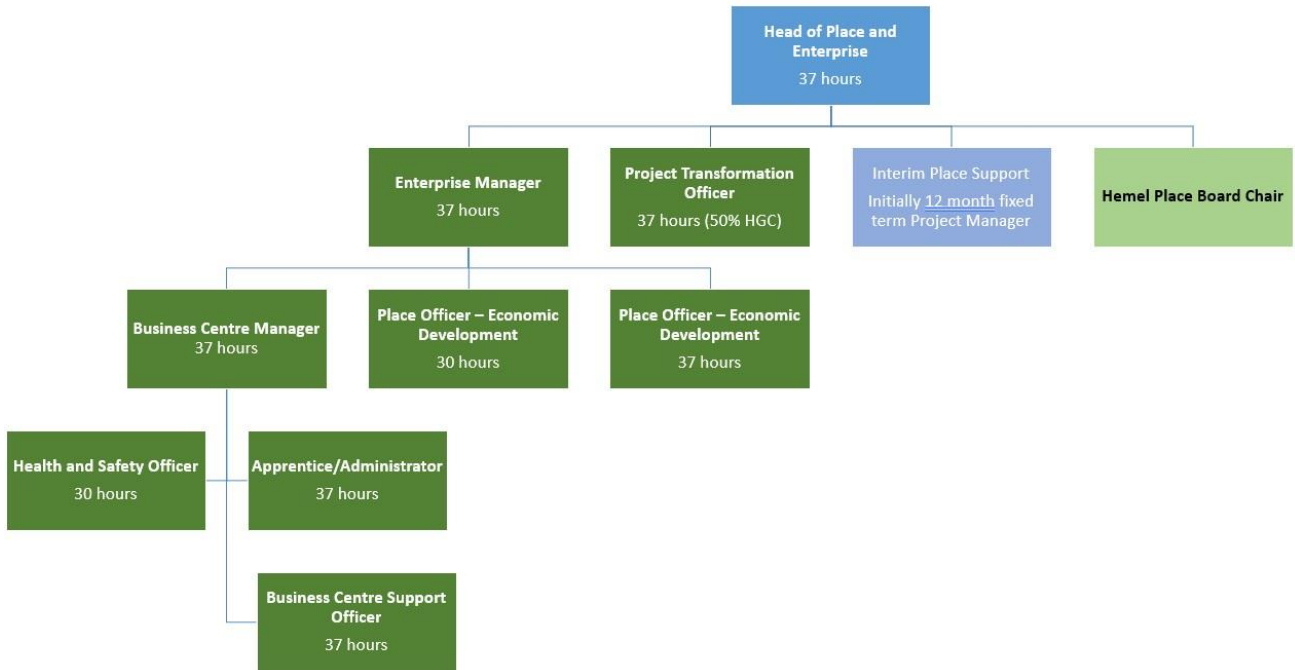
To deliver the best services to our residents, we need the best people working for us to make a real difference to our communities.

As the Enterprise Manager, you will lead the Council's Economic Development activities and oversee the management of the Maylands and Kylna Court Business Centres. You will use your expertise and experience to lead on the council's approach to business engagement and support, growing our business support offer, advising and recommending key business liaison in the borough for our Leader and Chief Executive. You will oversee the delivery of physical projects that support our town centres and are aligned to our Place Strategies. You will be the lead client for the Maylands Business Park Masterplan, a significant piece of work recently commissioned, looking at the future vision of the Business Park, working with key partners including Hemel Garden Communities, HertsIQ and St Albans District Council.

We will look to your expertise and experience to support the delivery of our Place based strategies and our Hemel Hempstead Town Centre vision and to steer our Inward Investment Strategy and events, identifying opportunities for investor liaison. The ability to develop and maintain strong and effective relationships with colleagues and businesses is required as well as tact, diplomacy and the ability to negotiate. You will have excellent written and oral communication skills and the ability to achieve defined performance targets.

Applicants must have a full driving licence that is valid in the UK and use of a vehicle. A Basic check will be undertaken with the Disclosure and Barring Service to ensure that the successful candidate has no relevant convictions. The deadline for applications will be midnight on the closing date shown in the advert details.

Structure Chart



JOB DESCRIPTION

Post Title: Enterprise Manager

Post No: PO776

Directorate: Place

Team: Place Communities and Enterprise

Grade: Band 14

Responsible to: Head of Place and Enterprise

Supervising: 2 x Place Officers - Economic Development, Maylands Business Centre Manager

Date: February 2024

INTRODUCTION

The post holder will lead, direct, manage and develop the Enterprise Team and service and be responsible for all aspects of economic development in Dacorum.

You will deliver services within the specified function or functions. Ensure that these services are delivered within the Council's framework of quality standards, performance targets, budgetary control and legislative requirements.

You will support the Assistant Director – Place, Communities and Enterprise and Head of Place and Enterprise as part of the service team, in delivering the corporate vision, values and strategic priorities of the Council.

Act as advisor to the Assistant Director – Place, Communities and Enterprise and Head of Place and Enterprise, senior management, officers, members, residents and other key stakeholders on the allocated service.

You will work in collaboration with other services, and senior management to ensure that services are joined up appropriately and are aligned to the achievement of the Council's aims and objectives.

Specific Responsibilities:

To lead on the following workstreams:

- To direct, supervise and monitor staff within your team in order to provide an effective and efficient service.
- Lead the Council's approach to business liaison and support for businesses within Dacorum; grow the business support offer. Steer the Council's Business Engagement Strategy.
- To oversee the delivery of physical projects that support town centres, high streets and the business community, working with colleagues across the Place directorate and other council services.
- Lead client for Maylands Business Park Plus Masterplan; procuring the consultant team and leading the Council's approach to directing the delivery of the masterplan, liaison with stakeholders and approach to governance of the project.
- Steer the Council's Inward Investment Strategy and events – identifying potential investor liaison, and lead the Council's approach to attendance at UKREiIF in partnership with other authorities in Hertfordshire.

- Facilitate the Economic Recovery Board and related forums, shaping their agenda and partner involvement in the board and progress actions arising from it.
- Implement and regularly update the Councils Economic Development Dashboard, Economic Development Strategy and action plan.
- Advise and recommend on key business liaison in the borough – identifying appropriate involvement of the Council Leader and CEO.
- Oversee the development and implementation of the Skills and Training Supplementary Planning Document.
- Steer the Council's approach to business, schools and college engagement.
- Progress priorities related to skills development, for example, arising from the LSIP.
- Ensure the provision of engaging and timely communications materials and events in order to support the work of the team, including but not limited to
- Deliver engaging events and initiatives, such as 'Dacorum's Den' in order to promote enterprise and economic growth within Dacorum.
- Attend networking events and act as an ambassador for the Council and Place Directorate in promoting the borough as a place to invest and do business.
- Ensure that all necessary online platforms remain maintained, relevant and updated. Maintain and continually develop and improve business record management in order to assist service delivery.
- Oversee the management of Maylands Business Centre and Kylna Court to ensure they remain viable assets for emerging business to grow from. Ensure that a robust lettings policy is in place and that an appropriate maintenance and management regime is in place for these premises. Provide operational cover as required.
- Ensure effective partnership liaison with local partners and stakeholders, maintaining existing relationships, and building new ones.
- Deliver strategies and policies in support of the Council's wider objectives, including but not limited to the Good Employer Charter and Skill Supplementary Planning Document, working in collaboration with officers from across the Council in order to deliver these.
- Liaise with elected members and senior managers in order to resolve and progress matters relating to the work of the team.
- Preparation of grant funding applications to support initiatives or programmes, identifying opportunities for funding.
- Preparation and implementation of communications and engagement strategies related to the team.
- Follow the systems and processes in place within the service to support the Councils targets and priorities.
- To provide reports, performance indicators, and progress updates to the Head of Service and Assistant Director as required within specific deadlines.
- Proactively lead the review/development of performance indicators and service plans.

- To manage the allocated budgets and monitor and achieve service delivery within allocated budgets and ensuring financial payments are made as required and the service is delivered within budget.
- Ensure that robust commercial contract management, monitoring and supplier relationship management arrangements and structures are in place.
- To undertake any other duties consistent with the responsibilities of the post.

GENERIC RESPONSIBILITIES

Please visit www.dacorum.gov.uk/home/jobs-and-careers/our-people for generic responsibilities.

We are committed to protecting our residents and employees from harm arising from our work activities, and to providing a safe and healthy work environment. To achieve this, all staff have specific health and safety responsibilities according to their role.

All employees are expected to :

- Comply with the Council's health and safety policies and their team's health and safety procedures
- Look after their own health and safety and the safety of others affected by their work
- Take part in health and safety training where required
- Raise health and safety concerns with their manager and report incident

Managers and leaders have additional responsibilities.

You must familiarise yourself, and comply, with your responsibilities, as detailed in the Corporate Health and Safety Policy, which can be found on DENNIS: [Corporate Health and Safety](#)

PERSON SPECIFICATION

	Essential Criteria	How Tested?	Desirable Criteria	How Tested?
<u>Education, Professional Qualifications and Training</u>	Degree level education or equivalent in related subject or equivalent experience	CV/Covering Letter/ Certificates	Management qualification or training Project management qualification Member of related professional body	CV/Covering Letter/ Certificates
<u>Skills, Abilities and Special Knowledge</u>	High levels of written and oral communication skills, including writing reports, creating and delivering presentations and public speaking. Ability to deliver innovative, exemplar approaches to enterprise and economic development support Ability to manage relationships with partners, stakeholders, residents and elected members proactively, effectively and sensitively Ability to form strategic approach to the work of the team Ability to lead, encourage, motivate and manage a team of officers and representatives	CV/Covering Letter/Interview for all	Experience of managing budgets and funding bid requirements Knowledge and experience of using project management software Experience and understanding of business plans. Knowledge of and ability to use digital engagement platforms and software Experience of premises management and developing letting plans Good understanding of economic, land development and sustainability issues	CV/Covering Letter/Interview for all

	<p>from a diverse group of stakeholders</p> <p>Ability to manage the work of the Enterprise team within a wider context including liaison at senior level within government, government agencies and key stakeholders</p> <p>Ability to manage, monitor and report on a large budget and for the coordination of bids to a range of funding bodies</p> <p>Awareness of the issues and challenges facing local government and partnership working</p> <p>Strong Project management skills, with a strong focus on project outcomes and ability to plan, monitor and evaluate activities and make necessary changes to improve performance and outcomes</p> <p>Inputting and extracting data in order to analyse for informed decision making.</p> <p>Ability to lead, encourage and motivate representatives from a diverse group of stakeholders</p>			
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	<p>Able to effectively manage own workload and to work with a team of professionals on high profile projects</p> <p>Ability to lead partnership meetings and related forums and act as an ambassador for the Council</p> <p>Ability to persuade, mediate and negotiate.</p> <p>Working knowledge of generic ICT applications including but not limited to MS Office</p> <p>Ability to communicate complex data and information within a digestible and easily accessible format to businesses, members of the public, partners and stakeholders</p> <p>Detailed knowledge of relevant legislation and best practice</p> <p>Awareness and understanding of current government policy related to enterprise and economic development</p>			
<p><u>Previous Experience</u></p>	<p>Experience of developing locally based approaches to economic development, for</p>	<p>CV/Covering Letter/Interview</p>	<p>Experience of successful funding bid preparation and application</p>	<p>CV/Covering Letter</p>

	<p>example investment plans and business engagement plans</p> <p>Experience of effectively managing consultants and managing staff</p> <p>Experience of working with government departments and associated agencies to support enterprise and growth, ideally DLUHC</p> <p>Experience of working with a range of partners and stakeholders; ability to work collaboratively</p> <p>Significant experience of providing high level technical advice to officers and Members at a senior level</p> <p>Significant experience of negotiating with and influencing partners and stakeholders</p> <p>Significant experience of working effectively with a range of customers and stakeholders including elected members, senior officers, residents and other services</p> <p>Significant experience of representing organisations in</p>		<p>Experience of carrying out and/or analysing investment and business plans</p> <p>Demonstrable experience working for or with a local authority</p> <p>Experience of commissioning</p> <p>Experience of business relocation</p>	
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	<p>negotiations and discussions with external bodies</p> <p>Experience of strategic development and delivery</p>			
<p><u>Personal Circumstances</u></p>	<p>Demonstrate behaviours that comply with the Council's High Performance Environment (HPE)</p> <p>Available to work outside of normal office hours</p> <p>Full driving licence that is valid in the UK and use of car</p> <p>Satisfactory check with the Disclosure and Barring service</p>	<p>Interview as necessary</p> <p>Covering Letter/Interview</p> <p>Driving Licence</p> <p>Certificate</p>		