**Job Profile comprising Job Description and Person Specification**

**Job Description**

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| **Job Title:**  Design and Tech Quarter Manager | **Grade**:  PO4 (Fixed term 12 months) |
| **Section:**  Economic Development | **Directorate:**  Chief Executive’s Group |
| **Responsible to following manager:**  Head of Enterprise and Business Growth | **Responsible for following staff:**  Occasional interim/contract staff |
| **Post Number/s: RWCE825FT** | **Last review date:**  April 2022 |

**Working for the Richmond/Wandsworth Shared Staffing Arrangement**

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

**Job Purpose**

* To take forward development of the Battersea Design and Technology Quarter (BDTQ) initiative and support the first year of delivery
* To support other sector/cluster initiatives and business innovation in the BDTQ and wider borough, working with key partners such as universities

**Specific Duties and Responsibilities**

**Building on the work already undertaken by the consultants, We Made That and PRD,:**

1. Take forward development of the Battersea Design and Technology Quarter proposition with local and sector stakeholders, and develop new partnership and governance mechanisms to oversee this
2. Manage the external communications to ensure the BDTQ gains regional traction within public and private sectors, to include activating the branding and communications plan developed by PRD for the Battersea Design and Technology Quarter in a compelling and understandable way
3. Commence delivery of the newly established 3- year Delivery Plan with prioritised activities, delivery milestones and resource allocation.
4. To work closely with the Council’s Nine Elms Programme and Planning Teams to integrate the BDTQ partnership, brand and action plan with the physical development of the quarter, including the development of new workspace, public realm and associated infrastructure improvements
5. Work with partners to identify sources of future funding and inward investment into the BDTQ area.
6. To ensure activities and learning from the Stride partnership are incorporated into the Council’s work to support an inclusive and diverse tech and creative sector in the borough. Programme runs until March 2023.
7. To work with partners and delivery bodies, as well as other EDO colleagues, to identify and develop services and products that can be made available to growth-oriented businesses in the borough, including product development, access to finance, networking, coaching and accelerator models.
8. To work with other EDO teams and staff to develop sector-based strategies, plans and activities in priority sectors such as technology; life-sciences ; green/clean tech; creative industries; etc.
9. To work with Higher Education partners such as the Royal College of Art and the University of Roehampton to support enterprise, innovation, business growth and talent development to benefit borough residents and entrepreneurs
10. To work with other teams in the EDO and the SSA to incorporate economic sector or cluster analysis into policies, plans and strategies, including planning and workspace strategies
11. To support and, where agreed, deputise for the Head of Enterprise and Business Growth in representing the councils or the SSA in dealing with customers or external organisations.

**Generic Duties and Responsibilities**

* To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
* To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
* To adhere to security controls and requirements as mandated by the SSA’s policies, procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
* To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
* To understand both Councils’ duties and responsibilities for safeguarding children, young people and adults as they apply to the role within the council.
* The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

**Additional Information**

* Oversight of capital project budgets of £1.5m +
* Need to manage interim or contract staff on occasions to support activity

**Current team structure**

**Person Specification**

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| --- | --- |
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**Our Values and Behaviours[[1]](#footnote-2)**

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular –

* taking responsibility and being accountable for achieving the best possible outcomes – a ‘can do’ attitude to work
* continuously seeking better value for money and improved outcomes at lower cost
* focussing on residents and service users, and ensuring they receive the highest standards of service provision
* taking a team approach that values collaboration and partnership working.

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| **Person Specification Requirements** | **Assessed by**  **A**  **&**  **I/ T/ C (see below for explanation)** |
| **Knowledge** | |
| Knowledge of innovation and high growth support services for early stage and growing businesses (Essential) | A/I |
| Knowledge of place-based sector and cluster growth development and the innovation district concept (Desirable ) | A/I |
| Strong awareness of diversity and inclusion, particularly with respect to enterprise development and inclusive innovation. (Essential) | A/I |
| **Experience** | |
| Experience of developing partnerships and projects involving business, universities and public sector organisations. (Essential) | A/I/T |
| Experience of working with small businesses and entrepreneurs, particularly early stage and growth businesses (Essential) | A/I/T |
| Experience of developing project or place-based brands or concepts and plans and strategies for their execution (Desirable) | A/I |
| **Skills** | |
| High level of project management skills (Essential) | A/I/T |
| Strong stakeholder management and engagement skills (Essential) | A/I |
| Able to engage with a wide range of individuals and audiences including at senior level. (Essential) |  |
| **Qualifications** | |
| Degree level qualification. (Desirable) | A/I |

**A – Application form**

**I – Interview**

**T – Test**

**C - Certificate**

1. These values and behaviours will be developed further as the SSA becomes established. [↑](#footnote-ref-2)