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

**Job Description**

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| **Job Title:** Business Growth Manager (Workspace) | **Grade**: PO4 |
| **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: RWCE824FT** | **Last review date:** February 2021 |

**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 develop and manage the affordable and flexible workspace policies and strategies of both councils, working with SSA teams and external stakeholders
* To support the development and delivery of workspace projects sponsored by the respective councils

**Specific Duties and Responsibilities**

1. To develop and refine the workspace policies and strategies of each borough that ensure businesses and entrepreneurs have access to a healthy supply of workspace, including the development and operationalization of planning policies and the identification of workspace project opportunities
2. To provide advice on flexible and affordable workspace to the Head of Enterprise and Business Growth, lead Members for Economic Development and wider SSA teams to inform policies, strategies and projects for example the regeneration of high streets, contribution towards wider economic strategies and cultural strategies
3. To provide advice and input on the application of affordable and flexible workspace policies on individual planning applications and planning policy developments
4. Establish strong and effective relationships with key external stakeholders such as landlords, agents, workspace operators and act as the key point of contact on affordable and flexible workspace for both councils
5. To engage with external stakeholders at sub-regional, regional and national level to ensure both boroughs are fully engaged in wider policy developments and trends
6. To manage workspace projects delivered through the EDO, including workspace projects funded by the Strategic Investment Pot, Section 106 and other sources of funding, ensuring that projects meeting funding body and planning policy requirements
7. To facilitate and develop further workspace funding opportunities by working in partnership with internal and external stakeholders, including the development of business cases for project and service development, devising funding/sponsorship cases and bids to external funding bodies
8. 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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| **Section:** Economic Development | **Directorate:** Chief Executive’s Group |
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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 the flexible/open/affordable workspace sector in London, including the commercial and operational considerations (Essential) | A/I |
| Knowledge of managing capital workspace projects . (Essential) | A/I |
| Strong awareness of issues and developments affecting the economic development and the role of local authorities in supporting this. (Essential) | A/I |
| **Experience**  |
| Experience of managing, funding or supporting flexible/open/affordable workspace projects. (Essential) | A/I/T |
| Experience of working with small businesses and entrepreneurs, particularly early stage and growth businesses (Essential) | A/I/T |
| Experience of managing projects using public or commercial funding and the related reporting and contractual requirements (Essential) | 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)