

**AMBITIOUS**
**CREATIVE**
**COLLABORATIVE**
**SUPPORTIVE**

<b>JOB TITLE:</b>	Strategic Director - Investment & Corporate Services
<b>MANAGED BY:</b>	Chief Executive
<b>GRADE:</b>	Director

### **The Employer: The West of England Combined Authority (WECA)**

The West of England is an economic leader with an economy worth over £33 billion a year. With a population of over 1.1 million people, one of the highest rates of employment in the country, and over 45,000 businesses, the region competes on a global scale. The West of England is a place where highly-skilled people work, where ideas flourish, and where businesses grow. It's also a place that a diverse population of people call home.

The West of England Combined Authority (WECA) was formed in 2017, to champion the region and drive clean and inclusive economic growth. As a result, significant powers and funding have been transferred to the region through the new Combined Authority and West of England Mayor.

Our aim is to deliver economic growth for the region and address some of our challenges, such as productivity and skills, housing and transport.

Covid-19 has had a big impact on the West of England, and we are leading the regional economic recovery, bringing people together to ensure our region remains a thriving, successful and innovative place to live and work. By joining WECA, you will be helping us with this important work.

WECA is made up of three of the local authorities in the region - Bath & North East Somerset, Bristol and South Gloucestershire. Building on a strong track record of partnership working in the region, the West of England Combined Authority continues to work closely with North Somerset Council. The Combined Authority also the accountable body for the West of England Local Enterprise Partnership.

WECA is an equal opportunities employer, in line with the Equalities Act 2010, and invite applicants to contact us to identify any additional support they may need during the recruitment process.

### **Generic Job purpose**

To lead the corporate direction of WECA on delivering efficient, effective, professional services that are aligned to the organisation and political objectives.

As a member of the Senior Management Team (SMT) to contribute to the strategic leadership of WECA, assisting and deputising for the Chief Executive in contributing to the effective and efficient management of the organisation to meet organisational objectives within agreed budgets.

Building and maintaining strong partnerships locally and nationally to support the new West of England Transport Authority, the post holder will be expected to lead on the development and delivery of key strategies, including the Local Industrial Strategy, Business Plan and Operating framework

## **Key Objectives**

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### **Effective strategic leadership**

- Take full responsibility for leading and overseeing the strategic planning activity of the Directorate
- Drive strategic initiatives and support the development of long-term growth plans
- Support and advice the CEO, representing the views of the CEO internally and externally

### **Shape and deliver the Organisational and Political agenda**

- Shape and guide the development of the services within the Directorate, ensuring that they integrate with WECA's strategic plans
- Develop, contribute to and deliver key WECA priority strategies, initiatives and action plans
- Work closely with all the Strategic Directors in the organisation, and across the region, to create a joined-up approach to achieving organisational and political objectives.

### **Finance and resource management**

- Drive the quality of the services within the Directorate and ensure effective deployment of resources
- Lead and motivate the directorate to deliver strategic excellence
- Ensure that financial objectives within area of responsibility are achieved and secure value for money
- Address and report adverse variances as appropriate
- Ensure commitment of partners to ongoing funded activity
- Secure and report on new funding streams as and when appropriate opportunities emerge

### **Partnership working**

- Represent and promote WECA within the region, working with others to achieve common goals
- Foster direct relations with key internal and external stakeholders

### **Team Management**

- Foster effective communication, consultation and working relationships with employees and their representatives, particularly in the areas of work for which the post holder is directly accountable.
- Contribute directly to relevant WECA meetings, Committees and other Members groups.
- Ensure that policies and processes are agreed and implemented to support delivery and that all legal and statutory obligations are met in relation to the relevant services and functions within the Directorate.
- Create high performing teams, demonstrating WECA values
- Manage the development of staff in the core team.
- Recruit new staff as appropriate
- Manage any issues around attendance and poor performance, as necessary.
- Champion the WECA mission and values

## **Core qualifications and knowledge**

- Degree level or equivalent standard of general education
- CCAB Accounting qualification
- Strategic understanding of the directorate specialism
- Knowledge of relevant legislation, regulations, national policies and professional best practice
- Knowledge of public sector funding sources, finance procedures and budget management
- Experience of key local government politics, political structures and culture
- (D) Management qualification eg DMS, MBA, NVQ level 5
- (D) Member of relevant professional body
- (D) Relevant post-graduate qualification
- (D) Knowledge and experience of Treasury and investment markets in line with MIFID-II Professional Investor requirements

## **Core skills and competences**

- Excellent communication, influencing and negotiation skills in a range of environments
- Ability to give appropriate, timely, targeted advice to support strategic decision making and ensure strong governance
- Ability to build partnerships internally and externally
- Ability to manage relationships and partnerships with a focus on the long-term, openly sharing to build trust, manage conflict and enable an understanding of the common ground.
- Ability to take a strategic approach, building coalitions or relationships to gain support over the long-term
- Demonstrable track record of leading and inspiring teams, motivating staff and developing a positive organisational culture
- Excellent interpersonal skills to command the confidence of colleagues, Members and external partners.
- Ability to balance logical and analytical approach to decision making whilst bringing innovative solutions to complex problems

## **Key Responsibilities**

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Following the Metro Mayor elections in May 2021, Dan Norris was elected as Mayor of the West of England. This has naturally resulted in a change of leadership and direction for the Combined Authority. The Mayor's manifesto has been translated into five clear priorities that set out the focus of the organisation over the next 4 years and beyond:

- Create West of England Transport
- Tackle the climate and ecological emergency
- Secure decent jobs and training
- Affordable places to call home
- Put the West of England on the map for national and global success

*The post holder's priorities will be to:*

- To lead on strategic planning and management of investment and the provision of Corporate Services including Finance, HR and Procurement for the West of England Combined Authority, advising the Mayor and West of England Combined Authority on new powers and responsibilities.
- To act as the Statutory Section 73 Officer for the West of England Combined Authority

- To ensure strategic financial leadership and governance on all major projects and plans led by the West of England Combined Authority.
- Leading and developing the new West of England Investment and Corporate Services function, to deliver an ongoing programme of work that will implement the functions agreed in the devolution deal and securing additional funding for the region.
- Leading and developing future financial requirements and support to ensure the successful delivery of the Joint and Mayoral Spatial Plans.
- Overseeing the delivery of the Corporate Services and Investment functions on behalf of the West of England Combined Authority
- Act as the Section 73 statutory post holder assuring that the West of England Combined Authority operates within the Financial Regulations and to the highest standards
- Work closely with the Local Authorities to define the approach for future investment
- Building strong partnerships with the West of England Local Authorities and other key partners, to support the development of the West of England plans and ambitions for the region

### **Financial Management:**

- Ensuring that financial objectives within area of responsibility are achieved and secure value for money
- Addressing and reporting adverse variances as appropriate
- Ensuring commitment of partners to ongoing funded activity
- Securing and reporting on new funding streams as and when appropriate opportunities emerge.
- Ensuring that policies and processes are agreed and implemented to support delivery and that all legal and statutory obligations are met in relation to the provision of transport and planning functions.

### **Directorate management Structure**

