

Job Description

Job Title: Business and Inward Investment Manager
Grade: PO7
Directorate: Sustainable Growth and Opportunity
Division: Economy, Culture and Skills
Reports to: Head of Economic Development

Main purpose

The post holder will be responsible for driving delivery of the council's business and inward investment service, supporting business resilience and growth and commercial development in the borough.

The post holder will work across all 3 of the Business, Culture and Investment team's key objectives:

- Accelerating inward investment, growth and clustering of target sectors
- Ensuring Lambeth plays a bigger role in the central London economy
- Supporting Lambeth's everyday economy to survive, adapt and thrive in a post-Covid economy

The post holder will focus on the delivery of high profile, high value, and high quality economic development projects and programmes, with a requirement to generate income and positive outcomes for local people in line with the council's Borough Plan, Sustainable Growth and Opportunity Business Plan, Economic Resilience Strategy and Equalities Commission report (or equivalent).

Principal Accountabilities

Take a lead role in developing and delivering strategic business and inward investment projects and managing officers to support this work.

To ensure the council's inward investment service is clearly defined and joined up with the complementary efforts of key business support and inward investment agencies.

To generate and manage a high-quality pipeline of inward investment prospects (demand side) from large to micro businesses. Seeking to attract major and high-profile companies in our target sectors, including new accelerator and incubator spaces and programmes to the borough.

To lead on the council's Lambeth Now inward investment event activities, including regional and national events, and related assets.

To prioritise inward investment leads according to the scope of potential economic benefit

and alignment with sector growth strategies and high-level council priorities, ensuring an appropriate allocation of time and level of service

To provide a key point of contact for inward investment (supply side) clients including developers, landowners, workspace operators and agents, helping to match demand and supply side requirements.

To drive delivery of the council's sector growth strategies which aim to deliver inward investment, more and higher value job growth.

To support Lambeth's involvement in the SC1 partnership, and lead Lambeth's delivery of related projects.

To lead the delivery of the council's Economic Resilience Fund and Local Economy pandemic response and recovery programmes.

To lead on the council's business support provision, including commissioning and managing business support programmes (e.g. London Business Hub, Economic Resilience Fund)..

To work in partnership with the council's Business Rates team and external contractors to administer pandemic related Government grant schemes to businesses.

To identify and help secure income, from regeneration and economic development funding programmes, private sector sponsorship and planning performance agreements.

Leads the development of funding applications for projects that will support delivery of the team's overall work programme and the council's economic development objectives. This will include writing (or contributing to) sponsorship and funding proposals to external organisations, helping to form strategic partners that can work alongside the council on funding bids.

Provides strategic steer on the nature and focus of Inward Investment events programme, ensuring tie-in with the wider regeneration programme across the council.

Work in partnership with Lambeth's 7 BIDs and other appropriate business support providers and networks to support the local economy.

Delivers actions within sector growth strategies allocated to the Business, Culture and Investment team. Ensures recommendations and actions arising from sector growth strategies are delivered with the collaboration and involvement of relevant partners including businesses, business support agencies, education providers and the Lambeth BIDs.

To lead on the delivery of the council's Affordable Workspace Policy, in collaboration with Planning, and the establishment and management of the Approved Provider List and Organisations at Risk Register

To provide progress reports on projects feeding into monthly and quarterly team reporting cycles.

Keeps up to date with key economic, inward investment and business trends and key issues, sharing information up and down the structure of the team as appropriate.

Stakeholder Engagement and Partnership Working

To work collaboratively with elected members, partners, providers and citizens to understand their requirements and expectations.

To develop positive and cohesive relationships working with a range of networks and partnerships in the borough, (and cross borough), to promote, facilitate, develop and strategic and local investment and growth plans, projects and programmes to help deliver the Borough Plan and Economic Resilience Strategy (or equivalent)

To build relationships with key employers in the borough and identify opportunities for collaboration on projects that will help to fulfil the team's strategy and work programme.

Is a highly visible member of the team within Lambeth's business communities and business networks (local and regional level), including BIDs, known as a key contact for business and inward investment work and a business-friendly advocate within the council.

Targets, builds and strengthens relationships with and between creative and digital businesses (and other priority growth sectors) in the borough, supporting business advocacy, networking and coordination, sourcing sponsorship for activities where appropriate.

Holds relationships with developers, property management agents, managed workspace providers and a range of landlords to ensure a good understanding of the supply of vacant commercial premises, using this information to support and manage business enquiries for vacant sites/premises within Lambeth.

Identifies and connects innovative business communities to other council service areas where collaboration potential exists.

To act as the main point of contact for internal and external stakeholders for projects. To offer advice, assistance and support on all aspects of the council's economic development agenda.

To ensure inclusive communications, consultation and engagement, respond to stakeholder issues (including press enquiries and Members' enquiries), and ensure stakeholders' expectations are managed, in the context of the design and delivery of high profile, potentially contentious, projects. This will involve oversight of website information and all forms of social media.

To ensure senior officers and Members get the necessary advice, support and information to enable them to fulfil their roles as decision makers and/or community leaders, with regards to the design and delivery of the project/s. This will include the preparation of reports to outcomes panels or other such governance structure within the council, along with the production of cabinet reports.

To prepare and present advice, briefing information and reports, to appropriate individuals and bodies at all levels of the Council's governance arrangements, and to external organisations and public meetings, as required.

Generic Responsibilities

Duties expected to be undertaken by all council employees:

To carry out the duties of the post in accordance with the Data Protection Act, the Computer Misuse Act, the Health and Safety at Work Act, and other relevant legislation, as well as Council policies, procedures, standing orders and financial regulations.

To carry out the duties of the post with due regard to the council's Equal Opportunities Policy.

To take responsibility, appropriate to the post for tackling racism and promoting good race, ethnic and community relationships.

To actively promote and uphold the Council's code of conduct, FRESH values, priorities and service standards.

To undertake other duties appropriate to the grade as directed by management

Dimensions

Staff Management responsibilities

The Business and Inward Investment Manager will line manage, supervise and appraise identified staff, providing support, guidance and training. They will make decisions on the recruitment and allocation of staff resources, as well as clienting professional services consultants where appointed. This may include matrix management across clusters.

The post holder is also responsible for securing multi-agency partnership resources and for directly managing staff and consultants in respect of identified projects appropriate to the level of the grade.

Budgetary responsibilities

The Business and Inward Investment Manager is responsible for identifying and managing the delivery of major economic development projects, including the preparation and maintenance of appropriate records to support effective financial controls, and has responsibility for the authorisation of financial transactions

The post holder will be responsible for identifying and monitoring all awarded grants including monthly monitoring and claims in accordance with the council's financial procedures.

Other

The post holder should be prepared to work outside of normal hours, including attending evening meetings, and occasional weekend working.

The job holder's decision-making authority is determined by council policy and procedures.

PERSON SPECIFICATION

Business and Inward Investment Manager PO7

<p>It is essential that in your written supporting statement you give evidence or examples of your proven experience in each of the short-listing criteria marked Application (A).</p> <p>You should expect that all areas listed below will be assessed as part of the interview and assessment process should you be shortlisted.</p> <p>If you are applying under the Disability Confident scheme, you will need to give evidence or examples of your proven experience in the areas marked with a "Tick" (✓) on the person specification when you complete the application form.</p>			Shortlisting Criteria
Qualification		Relevant degree or professional qualification, membership of relevant professional organisation or relevant experience.	A✓
Key Knowledge	K1	Detailed knowledge of the range of issues relating to current Government policy on economic development and the role of local government and local strategic partnerships.	A✓
	K2	Detailed understanding of issues relating to business resilience and growth	A
	K3	Knowledge of local authority process and structures in relation to economic development, regeneration and renewal, the legal and financial framework.	A
	K4	Knowledge of funding regimes, budgetary processes and funding environment for local government.	A
Relevant Experience	E1	Experience of commissioning and managing public and private sector funded major economic development initiatives	A✓
	E2	Proven track record of delivery and performance management of regeneration / economic development projects and programmes, on time and to budget	A✓
	E3	Experience of project and programme development and securing funding for project implementation	A
	E4	Extensive experience of working with public, private and voluntary agencies, at senior levels and across agency boundaries	A
	E5	Experience of supervising and recruiting staff and consultants	A
Key Behaviours	B1	Focuses on people is about considering the people who our work affects, internally and externally. It's about treating people fairly and improving the lives of those we impact. Put people at the heart of our work,	A

		<p>after all that's our business. It's about making our processes fit people. For example:</p> <ul style="list-style-type: none"> • Thinks from a citizen's perspective • Collects and makes use of citizen data and feedback to develop and continually improve services 	
	B2	<p>Takes ownership is about being proactive and owning our personal objectives. It's about seizing opportunities, driving excellence, engaging with the council's objectives, and furthering our professional development. For example,</p> <ul style="list-style-type: none"> • Spots opportunities or problems in own area and takes action to capitalise on opportunities or resolve problems. • Proactively gets involved in projects that are outside of immediate work areas 	A
	B3	<p>Works collaboratively is about helping each other, developing relationships, and understanding other people's roles. It's about working together with colleagues, partners, and customers to earn their respect, and get the best results. For example,</p> <ul style="list-style-type: none"> • Works across teams or groups to raise or solve issues • Takes a consultative approach seeking out the views and opinions of others who are affected by issues • Encourages others to contribute towards collaborative working 	A
	B4	<p>Communicates effectively is about how we talk, write and engage with others. It's about using simple, clear and open language to establish positive relationships with others. It's also about how you listen and make yourself open to conversation. For example:</p> <ul style="list-style-type: none"> • Making clear and motivating presentations • Asking the right questions to get a better understanding of an issue or someone's perspective on an issue 	
	B5	<p>Focuses on results is about ambition and achievement. It's about making sure we are working towards the end product and</p>	

		<p>considering the effect of our service. It's about making the right impact, having the right result and changing things for the better. For example,</p> <ul style="list-style-type: none"> • Developing a set of indicators that can help to gauge performance and success of an initiative 	
Special Requirements	S1	Some evening work is likely to be required	