**Job Specification – Cheshire Science Corridor Growth Director**

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| **Job Title** | **Cheshire Science Corridor Growth Director** |
| **Purpose of Job** | **To deliver the growth aspirations of the Cheshire Science Corridor (CSC) and Enterprise Zone (EZ) as guided by the EZ Board** |
| **Reports to** | Cheshire & Warrington Local Enterprise Partnership (LEP) Chief Executive/Deputy Chief Executive |
| **Liaises with** | EZ Board/Steering Group, LEP, appropriate officers/members at Cheshire East, Cheshire West and Chester, Warrington Council, DCLG, UKTI, landowners, existing businesses within CSC and potential occupiers |
| **Location** | Office base will be LEP Office (currently Gadbrook Park, Northwich) and across the Cheshire Science Corridor as required. Periodically travelling more widely. |
| **Commitment** | Full time for 2 years subject to meeting performance requirements with possibility of extension [needs to be legally compliant we are checking with our HR] |
| **Salary** | Up to £70,000 subject to level of experience  |

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| The Cheshire & Warrington Local Enterprise Partnership (covering the three Local Authority areas of Chester East, Cheshire West and Chester and Warrington), in 2014 had an annual GVA of nearly £26bn, GVA per head at 113% of the national average and was the fastest growing economy in the North. The Cheshire and Warrington LEP area has an innovative and knowledge-rich economy, with distinctive sectoral specialisms in advanced manufacturing, automotive, bioscience, the nuclear industry and energy, and business services. The area is home to a number of leading industrial innovation assets and also has a strong tourism economy. To find out more about the LEP please visit [www.871candwep.co.uk](http://www.871candwep.co.uk)The Cheshire Science Corridor is a crescent that crosses the northern part of the Cheshire and Warrington sub-region linking together nationally and internationally significant research facilities and existing businesses. In September 2015, the LEP secured Enterprise Zone status for a portfolio of sites and premises within the Cheshire Science Corridor with the potential to drive economic growth and investment. This is an exciting opportunity that has the potential to attract in the order of 20,000 jobs and 500 businesses to Cheshire and Warrington through a significantly enhanced profile; attractive financial incentives to new and expanding science based businesses and the ability to retain and reinvest new business rate revenue. The Enterprise Zone will maximise the benefits arising from the assets of the Cheshire Science Corridor and wider sub-region across all aspects of science and innovation, by facilitating significant opportunities for collaborations and synergies between businesses, institutions and research establishments. For further details visit www.cheshiresciencecorridorEZ.com |

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| **The Growth Director Role** |

The Cheshire Science Corridor is a flagship initiative, providing businesses with a unique set of incentives to support their growth and success. It presents a rare opportunity to genuinely enhance the profile and drive the economic growth of the Cheshire and Warrington area as a whole.

In response, an exciting opportunity has now arisen for a pro-active and commercially driven Growth Director tasked with maximising the opportunity presented by EZ status granted to the CSC and accelerating the Growth of Cheshire and Warrington as a whole through pro-actively attracting new businesses, supporting job creation and increasing businesses rate retention for re-investment.

The ideal candidate could be from a property, inward investment or business background but will have the commercial knowledge and experience required to meet and influence senior business leaders, industry experts and Government officials; be able to make informed financial decisions; and over over-see the selection and delivery of external consultancy support as and when required. The role will also incorporate the daily management, promotion and administration of the Enterprise Zone.

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| **Main Responsibilities** |

The Growth Director will be responsible for three key tasks:

* Pro-actively driving business growth and investment
* Maximising the opportunity for marketing and promotion of the Cheshire Science Corridor
* Managing the implementation and administration of the EZ

**Driving Business Growth and Investment**

* Work collaboratively with EZ and other CSC landowners to identify, drive forward and promote opportunities for investment then support their development and delivery
* Direct engagement with senior representatives within key sector organisations including other LEPs and EZs, UKTI, DCLG, BIS, universities and research establishments, property agents and developers to promote the CSC and identify opportunities to attract new domestic and foreign investment
* Handle inward investment enquiries which relate to the EZ and other CSC sites, working closely with relevant local authorities and individual landowners and their agents
* Support businesses in the generation of Business Rate Discount applications
* Undertake initial reviews of all Business Rate Relief applications and work with Local Authority Business Rate Teams to ensure applications are processed efficiently and progress is communicated to applicants and the EZ Board
* Management of the Business Rate Reinvestment Programme including generating and appraising Business Case applications and monitoring
* Facilitate business-to-business engagement to maximise opportunities for collaboration and investment

**Marketing and Promotion**

* Design and deliver a Marketing Strategy for the whole of the CSC
* Deliver, alongside partners, the EZ Marketing Strategy and submit to the Secretary of State
* Management of the marketing budget to ensure maximum value and impact
* Support/organise the delivery of CSC events/other marketing opportunities
* Speak and/or attend relevant science, property or business events – regionally, nationally and internationally as appropriate
* Lead on updating project and activities content to support CSC and other relevant websites and communication updates
* Liaise with relevant partners and organisations to ensure efficient and effective information is conveyed
* Work with UKTI (including RIO) and the Cities and Local Growth Unit to provide EZ information to the market via press releases, the national EZ website and other media outlets
* Lead activities which will raise the profile of the CSC with research councils, research institutions, developers, investors and occupiers

**EZ Implementation and Administration**

The award of EZ status brings with it Government obligations on the LEPs to effectively implement the EZ over its 25 year lifespan. It will be the responsibility of the Growth Director to ensure these are delivered:

* Form the main point of contact for the CSC EZ, responding to internal and external enquiries in a courteous and efficient manner thereby generating positive external perceptions
* Build effective working relationships with CSC EZ partners including local authorities, the LEP, local landowners and other partners as appropriate.
* Completion and submission to the Secretary of State of the 5 year Implementation Plan setting out the approach to set up, operate and deliver the objectives and priorities of the EZ
* Add value to administrative tasks and identifying opportunities for further growth across the Cheshire Science Corridor
* Organise and chair regular EZ Steering Group Meetings
* Support the EZ Board as required including convening meetings, preparation of papers and reporting, note taking, monitoring/supporting progress of agreed actions and updating partners on progress
* Preparation of effective Management Information for both the EZ Board/Steering Group, LEP Board and DCLG as required
* Procure and oversee external consultancy commissions as and when required
* Undertake performance monitoring and evaluation including quarterly submission of monitoring data to DCLG
* Collaborate with Government on progress, challenges and good practice

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| **Person Specification**  |

The ideal candidate will have the following specifications:

* Experience to degree level in an appropriate discipline - commercial property or related
* Strong track record and connections within the commercial property sector
* A knowledge and understanding of the science sector would be advantageous but not essential
* Experience of prioritising and managing a complex, diverse and busy workload and delivering results to time and budget
* Experience of building effective relationships with Government, public and private sectors to achieve measurable outcomes
* Ideally be a good networker within, and have a good understanding of how, government and/or the science sector operates
* Evidence of establishing and sustaining constructive relationships with both the public and private sector in a related discipline to achieve positive shared outcome and acting on feedback
* Ability to involve and manage expert consultants for specific consultancy activities as required by the EZ Board
* Effective use of Microsoft Office including Outlook, Word, PowerPoint and Excel spreadsheets.
* Strong analytical and information skills, problem solving, able to breakdown tasks and plan effectively.
* Experience in the role of a visible and effective ambassador, with track record in successfully championing the aims and ambitions of the CSC
* Communicates orally in a clear, fluent, concise and appropriate way, which holds people’s attention both in groups and in one-to-one situations.
* Flexible and able to support the re-profiling of activities.
* Full driving license and access to car

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| **Application Process**  |

**How to apply**:

Application is by CV and covering letter, outlining the reasons for your interest in the post and why you believe you are suitable. Applications should be submitted to Philip Cox, Chief Executive of the Cheshire and Warrington LEP via philip.cox@871candwep.co.uk by xxxx.

**Contact for further discussions** – C&W/LEP