

Job Description LLEP Director



Leicester & Leicestershire
Enterprise Partnership

Key Tasks

- To act as the Chief Officer for the LLEP providing strategic advice to the Chair, Board and Executive, to enable the LLEP to set its strategic direction and to make effective decisions.
- To enable effective partnership working at all levels between the business community, local authorities (including the emerging Combined Authority), education organisations the voluntary sector and other key stakeholders.
- To be responsible for ensuring that the appropriate strategic plans and funding strategies are produced, implemented and monitored effectively .
- To lead the commissioning, management and co-ordination of all funds allocated through the LLEP, and to lead the preparation of bids for funding to Government and other sources.
- To lead, direct and develop the LLEP team to ensure that effective management structures and performance management regimes are in place.
- To ensure that effective programme and project management and performance reporting arrangements are in place to ensure the delivery of the Partnership's strategic aims.
- To provide accurate and timely budget reports to the LLEP Executive and LLEP Board regarding the LLEP's operating budget; and to provide sound commercial advice to the Executive and Board regarding investment decisions to be made by the LLEP.
- To support the Chair and Senior Politicians in the management of key relationships with Ministers, civil servants, Government agencies and other partnerships e.g. neighbouring LEPS, the Midlands Engine etc
- To provide support to the Chair and Senior Politicians in relation to media and communication management.
- Ensure effective and timely decision making processes are in place taking account of the requirements of the accountable body (Leicester City Council) and partner organisations.