



## Job Description

Job title:	Lead Officer – Internationalisation
Term:	Permanent
Salary:	£52,860 – £57,056 (Pay award pending)
Location:	Nottingham (other Midlands locations including Birmingham possible)

### 1. Midlands Engine

The Midlands is a region of pioneering minds, thriving industry, great beauty, inspiring heritage and incredible people. Our region is a place of vibrant cities, bustling towns, flourishing rural areas and welcoming communities. From Shropshire in the west to Lincolnshire in the east, from Derbyshire in the north to Herefordshire in the south, we are the beating heart of the UK.

The Midlands Engine convenes a wide range of partners, from small businesses and universities to global multinationals, public sector bodies and government agencies, bringing voice and vision to the Midlands. We provide crucial focus and connection so that, together, we can act now with commitment and purpose to drive economic prosperity for the nation and for the benefit of our region's places, people and future. And now, we're looking for dedicated, skilled people to be part of that future.

### 2. Job purpose

This role will lead on developing, leading and delivering complex and high-profile programmes. You will be responsible for leading and developing our new and dynamic international programme and you'll work closely with our Executive Director as this is a priority area for our region.

You will work collaboratively with partner organisations across our region, with Government including Department for International Trade (DIT) and other stakeholders to maximise the opportunities for international partnerships, strategic alignments and trade, identifying and promoting our regional assets to boost and attract inward investment into the Midlands Engine.

You'll also work to forge new international partnerships, trade missions, articulate and capitalise on new opportunities and influence policy direction beneficially for our region.

### 3. Principal duties and responsibilities

- Ensure effective partnerships working and communications planning arrangements are in place with key public and private sector organisations with Government and at all levels including political stakeholders - regionally, nationally and internationally.
- Establish and develop a culture that delivers results through continual improvement and organisational development, leading the conversation with partners and taking action as required
- Establish and develop a positive climate for direct delivery and managing services in a commissioned and partnership-working environment.
- Develop and implement an output focussed, rolling annual forward plan for strategic engagements with existing and new partners, including regional, national and international engagement opportunities. Translating this into a budgeted and realistic programme of initiatives, with clear outcomes and securing partnership buy-in and investment from multiple sources.
- Responsible for the active implementation of key partnership activity including developing strategic businesses cases for investment, to ensure funding is secured to enable full delivery of programmes and partnership agreed strategies.
- Lead regional partnerships activity and events - to facilitate the delivery of the Midlands Engine Business Plan, ensuring excellent partnership co-production and co-investment in the development and delivery of projects.
- Commissioning – take responsibility for procuring, commissioning and managing services which will be needed to support the delivery of the Midlands Engine Business Plan, ensuring transparency, appropriate reporting and decision making and compliance with the Midlands Engine Scheme of Delegation.
- Financial and Legal Compliance – To take responsibility for Midlands Engine and partner budgets assigned to programmes of work. In doing so, ensure full compliance with the Midlands Engine Scheme of Delegation and any associated legal / contractual matters, working with the Accountable Body and Midlands Engine Legal Advisors.
- Take responsibility for multi-disciplinary teams and contractors, taking a matrix management approach for staff, partner secondees and contractors - ensuring there are clear, deliverable and accountable plans in place and provide strategic advice and challenge in supporting them in the development of these plans. Be responsible for strategic planning and performance management of geographically diverse teams and manage performance against targets within a strategic delivery plans through effective performance management systems.
- Put in place robust management arrangements to oversee the delivery of partnership priorities – both challenging these arrangements and ensuring coherence of, and timely delivery.
- Be fully responsible for all aspects of service design and performance management for identified strategic partnership programmes, mapping clearly defined outcomes, key objectives and setting short, medium and long-term business, performance and quality targets.

This will include:

- a. Asset and resource management - accountability for all financial outcomes of the allocated funds in the pursuit of strategic priorities and other assets.
- b. People – by engendering respect for those we work with and for, seeking out adding value opportunities and working flexibly to secure partnership involvement.
- c. Risk – ensure the development and management of risk and business continuity strategies within the Midlands Engine partnership and partnership strategic priorities.
- d. Assurance - leading on providing assurance to Government through the Midlands Engine Assurance Framework.

Develop, build and maintain a positive reputation for Midlands Engine by:

- o acting on decisions made
  - o the use of innovation, creative and transparent leadership
  - o leadership through building partnerships
  - o ensuring that all actions are deliverable in compliance with legal, health and safety, financial and environmental requirements
- Provide support, briefings, reports and policy insights to the Midlands Engine Chairman, Midlands Engine Director and ensure consistent messaging across the partnerships.
  - Play an active and visible role, working together with the Midlands Engine Director, in the shared leadership of the Midlands Engine team and across the Midlands Engine partnership – including acting as an ambassador and spokesperson for the Midlands Engine partnership.

Be willing and able to contribute positively and flexibility, as might be needed, to a dynamic team on a rapid growth trajectory through a time of exciting organisational change.

All staff are expected to abide by the obligations set out in the Information Security Policy, IT Acceptable Use Policy and Code of Conduct in order to uphold the Accountable Body's standards in relation to the creation, management, storage and transmission of information. Information must be treated in confidence and only be used for the purposes for which it has been gathered and should not be shared except where authorised to do so. It must not be used for personal gain or benefit, nor should it be passed on to third parties who might use it in such a way. All staff are expected to uphold the Accountable Body's obligations in relation to current legislation including the Data Protection Act and Freedom of Information Act.

This is not a complete statement of all duties and responsibilities of this post. The post holder may be required to carry out any other duties as directed by a supervising officer; the responsibility level of any other duties should not exceed those outlined above.

**Political Restriction:** This position is considered as a Politically Restricted Post under the Local Government and Housing Act 1989 and subsequent amendments introduced by the Local Democracy, Economic Development and Construction Act 2009.

# Person Specification

A = Assessed at Application  
 I = Assessed at Interview  
 T = Assessed through Test

Minimum Criteria for Disability Confident Scheme *	Criteria	Measured by  A=assessed at Application I=assessed at Interview T=assessed through Test
	<p><b>Qualifications/Professional membership</b></p> <ul style="list-style-type: none"> <li>Educated to degree level or equivalent and/or extensive experience in the relevant work areas</li> </ul>	A
        	<p><b>Knowledge and Experience</b></p> <ul style="list-style-type: none"> <li>Experience of handling and solving conflict and managing sensitive issues to achieve positive outcomes</li> <li>Experience of developing positive relationships with relevant stakeholders</li> <li>Evidence of leading and motivating others including giving clear direction and exemplifying the values and behaviours required</li> <li>Experience of initiating, leading and managing positive cultural change at a senior and strategic level.</li> <li>Experience of initiating and developing joint working /partnerships that are purposeful</li> <li>Evidence and experience of leading performance management culture and processes</li> <li>Significant senior experience in the economic/ international development/ investment/ commercial arena, demonstrating a successful commercial background and an ability to lead development and partnership opportunities</li> <li>Knowledge and proven ability in applying good governance, precise financial and performance management and enabling delivery with measurable impact.</li> <li>Knowledge of investment strategies and public and private sector funding opportunities and regimes</li> <li>Experience of working effectively in a large partnership organisation at a senior and strategic level, involving the leadership and management of diverse work areas</li> <li>Experience of initiating and supporting others in the development of new programmes and initiatives and to achieve consensus on complex proposals in the field of economic development</li> <li>A track record with extensive experience leading major programmes and projects within a complex public/private sector partnership setting, towards mutually beneficial objectives.</li> <li>Significant experience of working effectively in an organisation at a</li> </ul>	<p>A/T</p> <p>I</p> <p>A/I/T</p> <p>I</p> <p>A/I</p> <p>A/I/T</p> <p>A/I</p> <p>A</p> <p>A/I</p> <p>I</p> <p>A/I</p> <p>A/I</p>

	<p>senior and strategic level, involving the leadership and management of diverse work areas, with regional and/or national reach</p>	<p>A/I</p>
 	<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Proven negotiation skills together with the ability to build sound relationships with senior stakeholders</li> <li>• Excellent influencing, persuading and negotiating skills able to enthuse and lead others to contribute towards achieving organisational success.</li> <li>• First class verbal and written communication skills demonstrating clarity of thought and ability to process complex information.</li> <li>• Ability to create and instil a shared vision, values and an organisational climate for success within the service and the wider organisation</li> <li>• Ability to shape services to address priorities and to integrate and align services with complimentary activities across the partnership</li> <li>• Ability to create an environment of trust, fairness and openness</li> <li>• Ability to strengthen the role of the Executive Team by inspiring partners towards actions to achieve the delivery of their plans</li> <li>• Ability to raise the Midlands Engine profile and reputation at a national and international level</li> <li>• Able to provide a service to a diverse range of partners, colleagues, etc to promote good relations and equality</li> <li>• Ability to work outside normal office hours including weekends and evenings when required</li> <li>• Ability and willingness to travel both inside and outside the Midlands area as required</li> <li>• Ability to work from home when required</li> <li>• Committed to own development</li> <li>• Honesty and Integrity</li> </ul> <p>This post is designated as a casual car user</p>	<p>A/I/T</p> <p>A/I</p> <p>I</p> <p>I/T</p> <p>I/T</p> <p>I/T</p> <p>I/T</p> <p>A/I/T</p> <p>A/I/T</p> <p>I</p> <p>A/I</p> <p>A/I</p> <p>I</p> <p>I</p> <p>A/I</p> <p>I</p>



If a disabled person meets the criteria indicated by the Disability Confident scheme symbol and provides evidence of this on their application form, they will be guaranteed an interview.

We are proud to display the **Disability Confidence Symbol**, which is a recognition given by Jobcentre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention and career development of disabled people.