

Head of Economic Programmes

Department: Economy

Division: Economics

Reports to: Chief Economic Advisor

JE Ref: ECON1005

Grade: CS14

JE Date: 01/06/2022

Job purpose

To lead and be responsible for the Future Economy Programme (FEP) (a commissioned work programme) and implement directly, or through colleagues, those actionable initiatives arising from the Programme that meet one or more of the aims to drive economic growth, enhance productivity, grow inclusivity and deliver greater sustainability. Lead on other schemes to support economic growth and productivity.

Job specific outcomes

Lead Government of Jersey engagement with FEP Strategic Partner and other providers ensuring work packages are scoped, tendered and commissioned in line with organisational need, policy and the Public Finance Manual;

Lead programme management and engagement in an open and transparent manner formulating recommendations to relevant internal and external stakeholders including the Political Oversight Group, Ministers, Chief Executive and Director General in order to provide robust governance to the FEP and other growth and productivity programmes;

Translate work package recommendations into actionable, evidence supported initiatives that can be adopted within the department, wider government and arms-length organisations so that a One Gov approach to programme benefit realisation can be achieved;

Link the prevailing work programme to wider planning and delivery across government e.g. fully integrated with the Government Plan, thereby enabling a transparent golden thread to run through the programme;

Establish and track metrics to evidence effectiveness of the economic programmes and individual initiatives in order to provide accurate status reports;

Champion the merits of productive, inclusive and sustainable economic progress across industry sectors and with trade bodies;

Detailed job specific outcomes

Strategic Management

- Provide vision and leadership in the development and implementation of economic programme delivery, seeing that objectives of the programme are understood and met.
- Provide strategic leadership and accountability for development and implementation of the delivery strategy and plans for economic programmes, securing high quality professional services
- Promote change and innovation in approach to improve the project delivery environment to meet the needs of Islanders and the organisation in support of the governance arrangements.

Professional Leadership

- See that the employer's requirement documents address the constraints, strategy and service plans for economic programmes
- Bring understanding and knowledge of equivalent hospital projects nationally and internationally to this project.
- Balance project management and professional expertise through effective leadership and professional judgement skills.
- Ensure that the team communicate complexity in straightforward ways tailored to the needs of multiple audiences in written, verbal and formal presentational.

Operational Management

- Demonstrate strategic alignment to the objectives of the Future Economy programme economic programmes
- Lead and coordinate the implementation plans for new Future Economy programme and other economic programmes
- Ensure that economic programmes are in line with Islanders requirements.
- Lead and coordinate the procurement of suitably qualified contractors, consultants and specialists as required.
- Develop a strong working relationship with the main delivery partner and ensure they are appropriately held to account.
- Work closely with politicians, senior colleagues and those from other Departments.

Resource Management

- Be accountable for the delegated costs of development of economic programmes
- Deliver project within budget allocation and take responsibility for developing re-alignment plans if overspends occur.
- Oversee the assembly of the project teams.
- Champion, within the project teams, opportunities for professional learning and development

Risk Management

- Put in place effective systems for identifying, recording, analysing and taking action to reduce all programme associated risk and promote a culture of openness to reporting
- Arrange that project risk management is included at all levels of project governance

Project Management

- Arrange that the relevant and various economic programme Boards are appraised of both progress and project risks particularly with respect to the project timetable, budget and other matters.
- Supervise and coordinate the work of a team of people appointed to the Project whether internal or external.
- For internal employees, make arrangements for continued involvement of the person to who they are accountable (their line manager).

Statutory responsibilities

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

This role is politically restricted. The job holder is not permitted to undertake political activity involving standing for election to the Government or as a Parish Constable, or publicly supporting someone who is standing for election or playing a public part in any political manner.

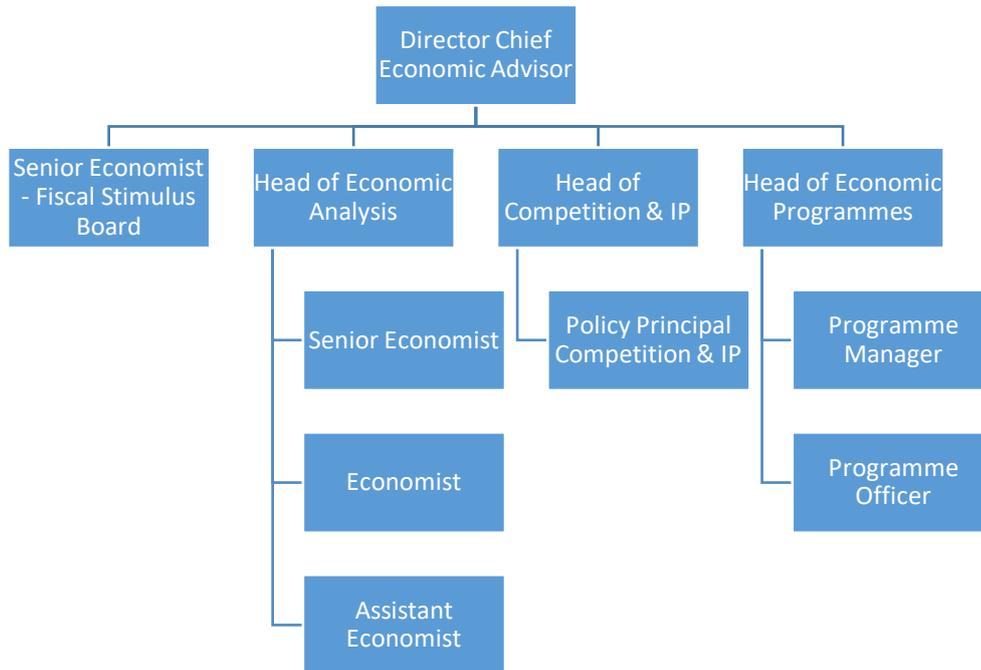
Services

- Future Economy programme and other economic programmes

Organisational structure

One Government Departments





Person Specification

Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications	Educated to degree level in a relevant discipline e.g. finance, economics, business management.	Programme management certification MSP or PMI PMP. Lean process improvement or Six Sigma certification. Evidence of continuing professional development
Knowledge	A sound and demonstrable understanding of economic development, analysis or delivery together with a good understanding of the economic ecosystem in Jersey or similar small/local economy. Experience of applying programme management principles, practices	Experience of working within a public sector environment or partnering with others in a public policy setting.

	<p>and techniques with a strong results orientation.</p> <p>Deep expertise in the necessary commercial and technical skills required to ensure the programme remains on track to deliver business outcomes.</p>	
Technical / Work-based Skills	<p>High standard of written and verbal communication skills across a range of media and settings.</p>	<p>Strong presentation skills and the ability to communicate change-related messages in a positive and engaging manner.</p>
General Skills/Attributes	<p>Willingness and ability to provide constructive challenge in the face of well-established or traditional views.</p> <p>Must be able to move confidently, at pace and with strong situational awareness of other stakeholders.</p> <p>Ability to build and develop strategic relationships with key stakeholders, influencing and negotiating with a wide range of partners to achieve good outcomes on behalf of the public service.</p> <p>Excellent persuasive written and verbal communication skills</p> <p>Ability to work successfully across departmental and organisational boundaries as part of Team Jersey.</p>	
Experience	<p>Substantial prior experience leading change within a complex setting, ideally in the public sector.</p> <p>Substantial proven experience in policy formulation and / or leading change programmes.</p> <p>Track record of successfully working within a complex stakeholder environment subject to significant public and political scrutiny.</p>	

	<p>Successful experience of developing and sustaining a culture that established an inclusive, open and high-performing environment that supports changes and improvements to service standards.</p> <p>Experience of developing, leading and motivating a high performing team of multi-disciplinary professionals.</p>	
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Core Accountabilities, Attributes and Behaviour Indicators

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the Government of Jersey Tier 3 core accountabilities, attributes and behaviour indicators.

Date of Evaluation xxx

Post Number xxx

Post Band xxx

Additional job information (for job evaluation only)

Specific to the role

Communication and Relationships

Tell us about the skills required by a typical post-holder to communicate, establish and maintain relationships and gain the cooperation of others. Let us know the skills required to motivate, negotiate, persuade, make presentations, train others, empathise, communicate unpleasant news sensitively and provide counselling and reassurance. You should also include any difficulties involved in exercising these skills.

The post holder is often required to:

Deliver regular presentations and briefings to Ministers, other politicians, Senior Managers at lead stakeholder / public meetings on a regular basis.

Present complex or contentious information to staff, the public, media and politicians, including conducting effective negotiations with contractors and consultants at all levels e.g. unpopular proposals or changes to staff and/or local businesses using negotiating and persuasive communication skills.

Analytical Skills

Please describe the analytical and judgemental skills required to fulfil the requirements of the job. Consider any requirements for analytical skills to diagnose a problem or situation, or to understand complex situations or information, and judgemental skills to formulate solutions and recommend/decide on the best course of action.

The post holder is required:

To solve problems that are often multi-faceted, are not straight forward and require establishment of precedent; additional expert advice is unlikely to be available or may be conflicting and solutions will often involve multiple options which meet the required outcomes to varying degrees.

To manage one or more functions requiring careful analysis and good judgement to be able to run the service effectively and deliver strategic outcomes.

Planning & Organisation

Please tell us about the planning and organisational skills required to fulfil the job responsibilities. You should include a description of the skills required for activities such as planning or organising services, departments, rotas, meetings, conferences, events and for strategic planning. Please reference the complexity and degree of uncertainty involved in these activities. Include details of the length of typical planning horizons.

The post holder is responsible for developing and implementing short (1 yr.), medium (3 yrs.) and long-term strategic plans and corresponding operational frameworks for their area of responsibility, setting out goals, standards and policies in line with the priorities defined in the Government plan.

Due to the nature of the Department for the Economy services, this will impact both on the department and also on the Island jurisdiction as a whole.

Physical Skills

Tell us about any physical and sensory skills, hand-eye co-ordination, dexterity, manipulation and/or requirements for speed and accuracy, keyboard and driving skills required by the role. Include the reason it is needed, and how frequently it is used. Please ensure that this information is in line with the Person Specification.

Keyboard skills are essential for the collation, manipulation and production of reports, spreadsheets, emails, datasets and bespoke IT systems / data analysis software packages.

The ability to drive is desirable.

Policy and Service Development

Tell us about any responsibilities of the job for development and implementation of policy and/or services. Let us know the nature of the responsibility and the extent and level of the jobholder's contribution to the relevant decision-making process, for instance, making recommendations to decision makers. Also, tell us whether the relevant policies or services relate to a function, department, division, directorate, the whole trust or employing organisation, or wider than this; and the degree to which the responsibility is shared with others.

The post holder:

Is responsible for developing and implementing major policies, strategy and services for their areas of responsibility. These policies will impact beyond the department and organisation, as the services are used by the Island's population.

Possesses corporate responsibility for identifying legislative changes applicable within their service areas.

Financial and Physical Resources

Include any financial sums important to the job and briefly explain the job's active involvement (e.g. payments processed, budgets monitored, budgets managed, procurement and/or contract values, how much the job may spend, efficiency savings etc.). If this feels difficult to answer because amounts vary across teams, then include for each team, or state a range.

Let us know of any physical assets (including clinical, office and other equipment; tools and instruments; vehicles, plant and machinery; premises, fittings and fixtures; personal possessions of patients/clients or others; goods, produce, stocks and supplies).

Please describe the nature of the responsibility clearly (e.g. careful use, security, authorised signatory, maintenance, budgetary and ordering responsibilities); the frequency with which it is exercised; the value of the resources; and the degree to which the responsibility is shared with others.

The post holder is responsible for providing with Group Director with recommendations on directorate expenditure, especially in relation to the grants received by ALOs (c. £20m pa) and associated governance procedures.

Responsibility for developing the Future Economy

People Management

Let us know about any responsibilities of the job for management, supervision, co-ordination, teaching, training and development of employees, students/trainees and others in an equivalent position.

Include work planning and allocation; checking and evaluating work; undertaking clinical supervision; identifying training needs; developing and/or implementing training programmes; teaching staff, students or trainees; and continuing professional development (CPD). It also includes responsibility for such personnel functions as recruitment, discipline, appraisal and career development and the long-term development of human resources. The nature of the responsibility of the responsibility is more important than precise numbers of those supervised, co-ordinated, trained or developed.

The post holder needs to provide good leadership to 2 direct reports within the Future Economy directorate. On occasion, there will also be the requirement to manage interns/secondees/contractors.

Full people management responsibilities for direct reports, running recruitment and selection processes, dealing with disciplinary and grievance matters, managing job performance and ensuring that training and development needs are met. Following government procedures (e.g. My Conversation My Goals) is essential to support our colleagues.

Dealing with staff issues on a daily basis, including being responsible for overseeing succession planning within their division.

Information Resources

Tell us about any specific responsibilities of the job for information resources (e.g. computerised; paper based etc.) and information systems (both hardware and software e.g. HR or medical records).

Let us know about the nature of the responsibility (security; processing and generating information; creation, updating and maintenance of information databases or systems) and the degree to which it is shared with others.

The post holder:

Will use O365 Microsoft Office applications to record information, compile statistical reports, create presentations and infographics and monitor trends on a frequent basis. The post holder must become a competent user of My Conversation My Goals, Perform, Virtual Colleague and My View.

Is responsible for ensuring that resources are available for the operation of data/information systems which store raw data (in soft and / or hard copy), facilitate analysis and generation of reports across the different service sections, including maintaining a project database which coordinates the delivery of a number of projects across the service areas overseen.

Freedom to Act

Please tell us about the context in which the job operates, illustrating the extent to which a typical post-holder would have accountability for their own actions and those of others, to use own initiative and act independently; and the discretion given to the jobholder to take action. Consider supervisory/managerial control; instructions, procedures, practices and policies; professional, technical or occupational codes of practice or other ethical guidelines; the nature or system in which the job operates; the position of the job within the organisation; and the existence of any statutory responsibility for service provision.

The post holder:

Develops policies and procedures for the service and deploys strategy in line with mid (3 yrs.) and long term (3+ yrs.) approved operating plans and objectives.

Is broadly guided by Government of Jersey procedures, local legislation, international agreements and industry best practices. In many instances there may be little guidance and the post holder will frequently be called upon to make decisions on situations not specifically covered by an existing policy or procedure and must rely on their experience, integrity and skills to direct staff and operations so as to achieve the best outcomes within the existing statutory framework.

Physical Effort

What level of physical effort (e.g. normal office work, lifting, pushing, pulling, applying force etc.) is required, including approximate weights, for what reason and how frequently is it required.

Generally office based; minimal physical effort undertaken in this role.

Mental Effort and Concentration

Describe the type and extent of tasks that require concentration. E.g. the period and continuity. This might include practical tasks including driving, and desk-based work.

Concentration required for analysis of business plans, writing reports / proposals and when answering queries from staff and other stakeholders with frequent interruptions and requirements to switch tasks with no notice.

There is an occasional requirement to spend long periods of time analysing budget sheets or writing technical reports, leading prolonged negotiations with contractors, providing specialist

/ expert advice, facilitating workshops with local businesses, representing the department at various stakeholder meetings, public presentations and media interviews.

Emotional Effort

Describe the nature, level and frequency of emotional circumstances the job directly encounters. The test is not whether a specific person is upset by what happens as a regular part of the job, it is whether any reasonable person would become upset.

Dealing contractors' disputes and staff performance, grievances and disciplinary issues rarely

Occasionally required to present unwelcome news / unpopular changes or proposals to staff, local businesses and the media and to represent the department at public meetings, ministerial meetings, Scrutiny Panels and in media interviews, where the atmosphere may be confrontational, emotional and unpredictable.

Working Conditions

*Tell us about the nature, level, frequency and duration of demands arising from inevitably adverse environmental conditions (such as inclement weather, extreme heat/cold, smells, noise, and fumes) and hazards, which are unavoidable (**even with the strictest health and safety controls**), such as road traffic accidents, spills of harmful chemicals, aggressive behaviour of patients, clients, relatives, carers.*

Generally working in office conditions.

Any other information

Include any information that you believe is important to ensure that we have a sound understanding of the role that is not included anywhere else in the form.