

# Job Description and Person Specification



This authority has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and adults at risk, and requires all staff and volunteers to share this commitment.

Solihull Council is committed to equal opportunities and expects all staff and volunteers to recognise and value differences.

## SECTION A: Role Profile

<b>Post Title</b>	Group Manager, UK Central Hub Development	<b>Post No</b>	CS803
<b>Directorate</b>	Economy and Infrastructure		
<b>Division</b>	Growth & Development UK Central Programme Management Office		
<b>Band and Salary</b>	Band H £58,026 to £64,619 per annum. Incremental progression is subject to performance.		
<b>Responsible to</b>	Head of Growth Programmes		
<b>Location</b>	Solihull MBC, Council House, Manor Square, Solihull, B91 3QB		
<b>DBS Check</b>	Not Applicable		
<b>Car User Status</b>	This is an essential car user post as the demands of the job make it operationally essential and there is a contractual requirement to make a suitable vehicle available to ensure the requirements of the job can be carried out effectively.  Applicants must be able to drive, have a driving licence and be a car owner, however for disabled applicants, reasonable adjustments will be made where required.		

### Role Purpose

To lead engagement with a diverse range of stakeholders to ensure that the development of the UK Central Hub meets the Council's strategic objectives and maximises sustainable growth in the borough and wider region.

### Role Responsibilities

- To support the Director, Assistant Director, and Head of Growth Programmes by leading on the strategic development of the Hub area to ensure that its significant growth meets Council and regional strategic objectives.
- To lead on the liaison and negotiation with landowners / developers, potential partners, Council managers, elected members and all other stakeholders, to deliver the vision for the Hub. External stakeholders include: HS2, Arden Cross, Muse Places, Birmingham Airport, NEC, National Highways and potential investors.

- To lead on the identification and implementation of an appropriate funding strategy for the UK Central Hub, which may include developer/ landowner contributions, planning obligations, business rates retention and national and regional grant funding, etc.
- To oversee and ensure the Council's compliance with commercial and legal arrangements relating to the Hub, including value capture and collaboration agreements, etc.
- To lead on the development of specifications and commissions of required specialist external consultancy support, working collaboratively with senior Council managers from other departments, to ensure that the development of the Hub meets Council and regional strategic objectives.
- To support delivery through horizon-scanning, identifying investment opportunities, identifying and securing funding, preparing business cases, monitoring outcomes and outputs and ensuring compliance with funding criteria.
- To represent the Council in discussions with landowners and developers in securing future development that is fully aligned with the Council's emerging vision for place-making, connectivity, excellent urban design, and economic development.
- To scope and lead feasibility studies and other related commissions associated with the Hub.
- To ensure major projects associated with the Hub area, as identified and defined by the Director, Assistant Director, and Head of Growth Programmes, are delivered against their stated objectives in line with contractual requirements and best practice in project and programme management.
- To champion excellence in urban design and sustainable place-making in the Hub area.
- To take a leading role in working with other senior Council managers in the production, implementation, monitoring and reporting of annual business plans, marketing plans, and all other governance and strategy reporting as needed to support the Council's aim of developing the Hub to its full potential.
- To line-manage the Hub Project Coordinator and other staff as the team develops.
- To discharge such other duties as may be required by the Director, Assistant Director, and Head of Growth Programmes.
- To be responsible for working with stakeholders to ensure appropriate integration of all live Hub related projects, including Roundabout over the Trace, UTX, Movement and Connectivity Programme and Longabout.

Any other appropriate duties as and when required.

## Section B: Person Specification

	<b>Essential Criteria</b>	<b>Desirable Criteria</b>	<b>Measured By</b>
<b>Education &amp; Qualifications</b>	<p>Educated to Degree level or equivalent, in a development related discipline e.g., architecture, surveying, planning, or civil engineering or able to demonstrate an equivalent level of knowledge through extended experience and training.</p> <p>Membership of a professional organisation relating to the development of land or able to demonstrate commitment to and evidence of on-going professional development in relevant fields.</p>	<p>Member of Royal Institution of Chartered Surveyors or another professional institution associated with the development of land.</p> <p>Management qualification and / or evidence of high-level management training and development.</p>	Application Certificates required

<b>Experience &amp; Knowledge</b>	Demonstrable track record of leadership and innovation in the delivery of land development and regeneration strategies.	Experience of public/private sector partnerships.	Application Interview
	Understanding of the UK commercial and residential property market and ability to interpret and produce information to inform strategic investment decisions.		Application Interview
	Knowledge of economic development from a public sector perspective and experience of contributing to this agenda.		Application Interview
	Experience of commissioning land and property development activity using various forms of delivery (direct, joint venture, partnership) and financing methods.		Application
	Demonstrable experience of effective partnership working with multi-disciplinary teams in a development focussed environment and influencing and shaping strategy.	Experience of working in a political environment and working with elected members and gaining their support for proposed courses of action.	Application Interview

	Experience of team leadership with ability to manage change and motivate others in a dynamic and complex environment.		Application Form Interview
	Experience of writing and presenting complex reports to a variety of audiences.		Application
	Well-developed understanding of and experience in delivering placemaking		Application Form Interview

<b>Skills &amp; Abilities</b>	Ability to provide transformational leadership, professional expertise and articulate the key priorities for the development of the Hub.		Interview Assessment
	Able to establish effective partnerships to translate objectives into real outcomes.		Interview Assessment
	Ability to grasp the strategic issues facing local, regional and central government agencies in the furtherance of the Hub area and a detailed understanding of the political, social, economic and regeneration context within which the Council must operate.		Interview Assessment
	Highly developed negotiating and influencing skills to enable working across a complex network of stakeholders.		Application Interview Assessment
	Political awareness and capable of working in a political dimension providing clear balanced advice and guidance.		Application Interview Assessment
	Ability to exercise effective judgment and manage priorities within constrained timescales, resources and competing pressures.		Application Assessment
	Effective programme and major projects management skills.		Application Form Interview Assessment

<b>Core Behaviours</b>	<b>Excellence</b> - With enthusiasm, you work to deliver a high-quality service from your work location, whether that be in a Council building or in a remote working location, to meet customer, organisation and personal expectations. You adopt a 'can do' attitude in all of the work you deliver, ensuring it meets the needs of current and potential customers.	Interview
	<b>Simplicity</b> - You actively seek ways to prevent over-complication or confusion, by adopting the most simplified approach to work. You communicate clearly and concisely, ensuring that the message is understood by all taking into account hybrid working.	Interview
	<b>Trust and Respect</b> - You are aware of your impact on others including confidentiality, team relationships and wellbeing. You value openness and listen carefully to understand the views of others. You promote the values of inclusion and diversity and actively work to minimise any harm caused to others in order to foster an environment of mutual trust and respect	Interview
	<b>Working Together</b> - You work with others to reach a common goal; sharing information, supporting colleagues, both in their work and wellbeing, and searching out expertise and solutions from relevant partners and/or the communities we serve.	Interview
	<b>Responsibility</b> - You take ownership for your own wellbeing, work and working environment and use your initiative to deliver. You are accountable for your own performance and development, and you take responsibility for your actions and decisions.	Interview
	<b>Leadership</b> - Your leadership is demonstrated by delivering outcomes and inspiring your team and individuals to improve and develop within an environment that enables individuals to achieve their potential.	Interview

<b>Other Requirements</b>	A strong focus on outcomes		
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<b>Compiled/Reviewed by</b>	Alan Smith
<b>Date</b>	January 2024

## **Section C: Additional Information**

### **Corporate Parent Responsibilities**

All employees should act as an advocate for our Looked After Children; fulfilling our corporate parenting responsibilities by considering Children and Young People in everything we do.

### **Health and Safety**

Health and safety laws require all employees to help the Council maintain and improve health and safety standards. This means that the post holder must take reasonable care of his/her own and others' health and safety and co-operate with any reasonable request to support the Council, managers and other employees, in meeting their health and safety legal responsibilities. Line managers have additional responsibilities to ensure that policies, procedures and safe systems of work are implemented on a daily basis.

All duties and responsibilities must be carried out in line with the Council's Corporate Health and Safety Policy and any local safety procedures.

### **Information Management**

As an employee of the Council, the post holder will be expected to manage information in accordance with standards outlined in the Corporate Records Management and Information Security policies. They will ensure that information used is held and transmitted securely in a manner commensurate with its sensitivity, and that it complies with the provisions of Data Protection legislation and guidance.

The post holder will be accountable for ensuring that he/she is aware of relevant Council policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.

### **Training and Development**

The Council is committed to the personal and organisational development of the individual. The post holder will be encouraged to identify job-related development needs.

### **Solihull Behavioural Framework**

The Council expects all employees to conduct themselves in a way that is consistent with the values and behaviours set out in the Solihull Behavioural Framework.

## **Mobility**

Whilst this post is initially to a specific post, the post holder may be exceptionally required to transfer to any post appropriate to their grade at such a place as in the service of the Council they may be required.

## **Variations to Job Descriptions**

Due to changing customer demands, duties and responsibilities are likely to vary from time to time and the Council therefore retains the right to amend job descriptions to reflect changing requirements.