

**Job Description**

**Job title**: Strategic Programme Director, Cambridge Norwich Tech Corridor

**Reports to**: Head of Enterprise Zones and Innovation

**Main purpose**: To act as the strategic lead for the CNTC, delivering creative solutions to deliver key programmes of work and engaging with the business community and public sector partners to enhance growth in the CNTC through collaborations and innovation.

**Key relationships**: Head of Enterprise Zones and Innovation, CNTC Chief Executives Group, CNTC Partnership Board, Inward Investment team, LEP Board and executive team, public and private stakeholders

**Key Responsibilities:**

* Provide visible strategic leadership to the Tech Corridor partnership; steering and guiding the Corridor collaboration effort, working with key partners to further define and develop the CNTC offer and ensure success in the area.
* Take a proactive and leading role in stimulating the market and creating interest in the place offer and products within the Corridor for partners, businesses, investors and government.
* Lead and develop the innovative delivery plan that delivers the emerging vision of the CNTC and ensure continuous buy-in from the Partnership. Ensure that an effective monitoring and reporting system of achievements and budget against targets is in place and produce update reports for the Partnership, leading the presentation of these to the group.
* Work with key partners to develop and establish their own place products and how this fits in with the overarching vision and strategy for the CNTC.
* Instigate, investigate and deliver creative solutions for fast tracking delivery of key programmes and activities which meet the objectives of the CNTC. This includes reviewing the best options for delivery vehicles of key programmes and financial models to be successful in delivery.
* Act as the strategic lead and representative for the partnership; growing and fostering new and existing relationships with stakeholders, businesses and investors to embed place marketing, support growth and drive inward investment. Stakeholders include but not limited to:
  + Major landowners, key technology companies, private and institutional investors, specialist real estate accountants and lawyers, architects, public sector bodies, politicians and networking organisations e.g. Chambers of Commerce and Tech East
* Influence the pace and take up of opportunities in a way which helps the partners work collaboratively and cohesively.
* Continuously develop the CNTC offer working with the Inward Investment Team, securing enquiries from businesses that have an interest to locate and expand within the CNTC, through to leading and supporting investment proposals working with key stakeholders.
* Support the growth of Enterprise Zones and other strategic sites within the CNTC Corridor, working with LEPs and local authority partners.
* Actively lead proposals for infrastructure investment, lobbying government where needed and bringing together key partners to support the case for investment. Strategically lead horizon scanning on future government policy, feeding into policy development where possible and remaining abreast of future government led opportunities.
* Actively lead, seek and maximise the development of place branding based on the CNTC offer, being the visible lead for the CNTC brand and values at a range of events and with target audiences. Continuously feed into the Marketing plan for the CNTC.
* Provide effective team leadership, ensuring that the day-to-day activities of the team remain focused on the key objectives of the delivery programme

**Person Specification**

*Essential*

* Is educated to degree level or equivalent.
* Is able to interact confidently with senior business, local authority and Government figures.
* Experience of developing and implementing strategies and business cases.
* Has experience of managing projects with a range of partners, including both private and public sector.
* Commercial and business development experience.
* Is able to demonstrate a very high standard of written and oral communications.
* Is a strong team player able to work across different parts of the business.
* Is organised and confident in pressured situations.
* Has excellent negotiation skills.
* Has the ability to analyse and communicate complex information.
* Excellent written and oral communication skills.
* Skilled at relationship management and building.
* Experience of financial management and cost control.
* Has a good understanding of the key drivers of the New Anglia economy.
* Good attention to detail and able to produce accurate concise reports.
* Can identify potential issues and plans implementable solutions as appropriate.
* Able to prioritise and organise effectively.
* Professional at all times.
* Excellent level of IT competence, incl. MS word, outlook and excel.
* Must be able to travel to parts of Suffolk and Norfolk not served by public transport.

*Desirable*

* Evidence of continued professional, managerial and personal development.
* Experience of the workings and structures of the public and private sectors.
* Existing network across key sectors and partners.