**JOB DESCRIPTION**

**Post: Director of Delivery and Business Development**

**Post holder**: New Post

**Reports to:** Chief Executive

**Areas of responsibility:** Business Support Services

Research and Strategy

Skills, Education and Employment

**Location:** Hybrid working with an office base at the Curious Lounge, Tudor Road, Reading, RG1 1NH which we expect colleagues to attend on regular occasions.

**Working hours:** Full Time

**Main purpose:** This is a new role within the organisation giving the post holder the opportunity to embed commercial acumen and awareness across the LEP and to position Berkshire LEP as the expert provider of business and skills support and the key organisation to provide intelligence on, and insights into, the Berkshire economy.

**Scope of the role:** The Director of Delivery and Business Development will lead on delivery of all contracts, identifying new business opportunities for commercial activity of the LEP products and services as outlined above.

**KEY RESPONSIBILITIES:**

* To position Berkshire LEP as the trusted and expert provider of business and skills support and economic insight across the region
* To oversee the strategic direction and provide leadership to ensure delivery of Berkshire’s contracted activity in business, skills and economic intelligence.
* To lead on the identification of further new business development opportunities arising from its stakeholder and partnership engagement and delivery activity by fostering and encouraging an increasing commercial focus whilst also working with public sector funds
* To identify opportunities to extend the LEP’s work through knowledge of funding sources from central and local government and wider networks.
* To ensure that the LEP provides an expert source of economic evidence, insight, and intelligence to the region to inform wider policy direction and decision making in Berkshire.
* To ensure that the LEP’s skills and business support activities are aligned to Government business and skills policies and objectives identifying opportunities for growth in delivery in Berkshire.
* To lead on partnership and engagement with major stakeholders in economic growth, skills provision, and business support, and in particular with our six local authority partners..
* To identify opportunities to widen the geographic scope of delivery of activities.

**Relationships:**

The post holder will be expected to build positive and effective working relationships with the following staff and stakeholders:

* Board, sub-groups, Senior Management teams and staff;
* Local Authority Accountable body management and staff (section 151 Officer and team);
* Central and local government departments/ representatives.
* Employer representative bodies, Further and Higher Educations and private training providers.

**Person Specification:**

* Experienced and highly effective line manager who is able to inspire, lead and motivate a diverse team through the delivery of major contracts.
* Evidence of successful use of knowledge and insight into commercial drivers to identify and secure market opportunities.
* Able to identify, develop and maintain strong and effective relationships with internal and external partners.
* Committed to acting corporately and collaboratively – inside and outside the organisation.
* Can demonstrate strong influencing and interpersonal skills to support strategic change.
* Highly effective at managing delivery performance of contracts
* Ideally a good understanding of the economic landscape in Berkshire
* Good understanding of the business support landscape
* Understanding of the skills landscape
* Excellent interpersonal skills that can be used to engage with a wide range of audiences.
* High standards of integrity, honesty, and professionalism.
* Energetic and highly motivated with an inquiring mind but strongly pragmatic.

**Mobility:**

* Ideally, a car owner with full driving licence.