

JOB DESCRIPTION

Role:	Strategy and Policy Manager
Accountable to:	Head of Strategy and Policy
Salary:	£40,000 per annum
Contract type:	Permanent
Other benefits:	Work-place pension, life insurance, flexible working and free onsite parking

The opportunity

Coast to Capital is the local enterprise partnership for one of the most prosperous parts of England. We provide business leadership to the development of our regional economy. We have three main functions:

- Delivering nearly £300m of public sector investment in regional infrastructure in order to support economic growth
- Providing direct support to businesses in the region, focussing on advice to small business, links between employers and young people, and promoting exports
- Leading on strategic and policy issues facing the region, articulating a clear regional voice on national issues and campaigning on the priority issues for the region

The strength of the LEP comes from the close partnership we deliver between business, local government and the Higher and Further education sectors in our region. The expertise and skills of these sectors give us a unique perspective and insight into the economic challenges facing our region.

One of the main assets of the LEP is our strong and experienced Board, which brings together regional leaders from these sectors. Working with the Chief Executive, the Board ensures that our work supports economic growth across the region and positions Coast to Capital in a leadership role on some of the most important issues that we face.

In spite of the strong performance of many parts of our economy, our region still has room for improvement if we are to maximise our productivity and our potential, and to meet the challenges set out in the Government's new Industrial Strategy. Coast to Capital plays a prominent role in promoting the potential of our region, and influencing decision makers on the most important issues that we face. We aim to increase our region's prominence and influence with Ministers, and to identify and pursue the policies and interventions which will unlock our full economic potential.

We are small, highly motivated and engaged team which is very ambitious for the future of the region. We pride ourselves on our high professional standards and the work that we do with partners across the region. We offer a unique opportunity for a Strategy and Policy professional looking to broaden their experience in a role with unique access to regional business and political leaders.

The role

This exciting role supports Coast to Capital's approach to Strategy and Policy, the focus of one of the company's three pillars essential to providing strategic leadership in the economic growth of the region. Based at our office in Horsham, you will co-ordinate and deliver on Coast to Capital's engagement with government initiatives such as our response to Government policy papers and consultations and on other important issues such as investment in strategic transport routes, the role of innovation in increasing productivity, the impact of Brexit on the region and the need to ensure we are developing the skills to meet the needs of the economy. You will play a key role in the implementation of our Strategic Economic Plan, which is currently in development, and support in the creation of a local Industrial Strategy for the region.

The person

We are looking to recruit an energetic, resourceful and ambitious person to fill this exciting strategy and policy role. You will have experience of working with national policy and translating it into strategy, of working with Government and of building credibility and influence with a wide range of local stakeholders. You will be creative and flexible, and able to work effectively in a small team. You will build good relations with colleagues in other organisations, and will be able to build and leverage a network to support our strategic influence. You will be able to manage competing priorities, and will relish the opportunities of being part of a fast-paced environment at the heart of economic growth.

Key tasks

1. Co-ordinate and deliver a Coast to Capital regional response to Government policy and deliver a work programme that supports the development and implementation of related initiatives.
2. Support the Head of Strategy and Policy to develop, review and deliver on Coast to Capital's overarching strategies for economic growth such as the Strategic Economic Plan, local Industrial Strategy, Energy Strategy and Newhaven Enterprise Zone Strategy.
3. Develop the research and analysis function of the team to ensure that our strategic leadership and investment strategy is grounded in strong evidence.
4. Build new and maintain existing relationships with key partners and stakeholders in order to support the delivery of Coast to Capital's priorities as identified in our Strategic Economic Plan and other related strategies.
5. Deputise, as directed, for the Head of Strategy and Policy, to ensure the Strategy and Policy team is well resourced and managed in order to deliver on its programme of work.
6. Produce high quality reports and papers for the Coast to Capital Board, Committees and senior level partners and stakeholders.

7. Act as an ambassador for Coast to Capital, supporting us to be an innovative, engaging and highly regarded LEP whose added value is well understood by partners both locally and within Government.

Key knowledge, skills and experience

- Qualified to degree level or equivalent
- A good knowledge of current government policy impacting on economic growth and productivity
- Ability to influence and build credibility with key stakeholders in Government and across the region
- Ability to manage competing priorities in a fast-paced environment
- Excellent communication, negotiation and presentation skills
- Good analytical skills
- Experience of working with national policy and translating it into strategy
- Experience of managing a broad portfolio of work
- Experience of staff management and ability to deputise for a manager
- Track record of successful programme and project delivery
- Experience of using monitoring and evaluation tools to assess impact
- A flexible and creative approach

How to apply

To make an application please submit a full CV with a short (no more than two pages) covering statement setting out how you fulfil the requirements of this role and the names of two referees (references will not be taken up in advance of interviews).

Please email your CV and covering letter to Kirsten Trussell, Head of Strategy & Policy at kirsten.trussell@coast2capital.org.uk by 9am on **8 January 2018**.

We will acknowledge your application within 24 hours. If you have not received confirmation please email Kirsten Trussell (as above) or call 01403 333840 to ensure we have received your application.

Please feel free to call Kirsten Trussell on 01403 333840 if you would like more information on the role.

Further information

Further information about Coast to Capital may be found at our website:
www.coast2capital.org.uk

Coast to Capital is committed to achieving diversity and equality of opportunity both as an employer and as a commissioner of services.