

Job profile

Job title	South Essex Councils Programme Director
Directorate	Chief Executives Office
Responsible to	South Essex Councils Joint Committee
Accountable Local Authority	Brentwood Borough Council
Grade/Salary	Circa £115k
Key Liaison with	SEC Joint Committee, Leader and Chief Executives, Thames Estuary Growth Board, Government Departments and Agencies
Job purpose	To lead and manage delivery of the South Essex Vision 2050 and specifically delivery of the South Essex Growth Plan and key deliverables as defined by the SEC Joint Committee.
Job profile drafted	November 2024

Overview

The councils of Basildon, Brentwood, Castle Point, Rochford, Southend-on-Sea, Thurrock and Essex County have formed the South Essex Councils (SEC).

Through SEC they are working to deliver improved prosperity and wellbeing in the region by:

- tackling problems that members councils can't solve individually
- creating collective scale and impact
- providing the place leadership to promote South Essex.

Each partner council contributes resources to the SEC programmes and together they work to win new investment for the region from central government, the private sector and public partners.

The partnership began in June 2016 and signed a Memorandum of Understanding in January 2018. In October 2021 the seven councils agreed to form a Joint Committee.

Key accountabilities and deliverables

1. Overall responsibility for management of SEC's programme and the implementation and delivery of workstream outputs as defined by the Joint Committee, working closely with Member and Chief Executive programme sponsors.
2. Support SEC to effectively respond to, and take forward matters emerging from the Government's Devolution Agenda together with the Industrial Strategy and other emergent policies e.g. environmental, employment support, skills.
3. Ensure SEC is effectively represented in any Combined Authority.
4. Co-ordinate and develop shared service proposals across South Essex.
5. Work productively and collaboratively with Essex County Council to ensure SEC can utilise the strategic levers in delivering its ambitions i.e. employment support, skills, highways)
6. Represent and promote SEC with partners locally, across the region and with Government
7. Responsible for effective leadership and management of SEC's physical and financial resources
8. Development and implementation of a governance and assurance framework for consistent application across all SEC's activities
9. Regular reporting of progress against the programmes and deliverables to the Joint Committee and SEC Scrutiny Committee.
10. Liaison with external bodies and government departments to promote South Essex Vision and support delivery of the programmes and key deliverables.
11. Lead the identification of potential investment opportunities
12. Lead advisor to the Joint Committee
13. Manage and co-ordinate the secretariat to the Joint Committee and accountable body services provided through agreed constituent authorities.
14. Working closely with the communications network to promote South Essex and the work of SEC including working with Thames Estuary Growth board, Thames Freeport Governing board, Essex County Council and other strategic interventions/partnerships across the South Essex Region.

Person specification

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Directorate	Chief Executives Office

Information for applicants

The person specification provides an outline of the experience, skills and abilities we expect the successful applicant to possess. You should match your own skills, experience, and abilities to those listed below. Tell us in what way you have carried out the criteria asked for.

Disabled people will be offered an interview where they meet the essential criteria alone

Method of testing:

- 1 = Application form**
- 2 = Interview**
- 3 = Assessment tests**

Weighting:

- 1 = Low importance**
- 2 = Medium importance**
- 3 = High importance**

Key competencies and behaviours	Method of testing	Weighting
1a. Skills and abilities – essential		
Ability to inspire with well-developed and established leadership skills	1/2	3
Ability to motivate and to lead a team to ensure high level work outputs and adherence to deadlines	1/2	3
A track record of hands-on initiating and successfully completing complex programmes, working both independently and part of a team.	1/2	3
Effective communication skills with the ability to communicate with staff and stakeholders at all levels both verbally and in written format	1/2	3
High level of attention to detail	1/2	3
Ability to work well under pressure and to tight deadlines	1/2	3
A clear, visible leader with the personal authority and influencing skills, able to champion and to represent the ambitions of SEC with the credibility to work across the public and private sectors and wider stakeholders	1/2	3

Key competencies and behaviours	Method of testing	Weighting
2a. Special knowledge – essential		
Appreciation of the wider growth agendas across South Essex and the Thames Estuary, including the Thames Freeport and Government's future plans for the green and blue infrastructure and the potential to support plans for net zero and post covid 19 recovery.	1/2	2
3a. Experience – essential		
An understanding and experience of the Local government landscape, governance and leadership across South Essex and the Thames Estuary.	1/2	3
Demonstrable experience of working in a political environment at a senior level.	1/2	3
Demonstrable experience of establishing effective networks and maintaining positive and productive relationships and partnership across multiples stakeholders, including chief office and political leaders.	1/2	3
Proven ability for problem solving and pre-empting issues escalating.	1/2	2
Excellent communication, project management, business case development, planning, report writing and presentation skills.	1/2	3
4a. Other requirements – essential		
Flexibility in working hours / attending meetings as required	1/2	3
5a. Equalities – essential		
Demonstrable knowledge and understanding of diversity and equality issues and legislation.	1/2	3