

Career Opportunity

Role information

Job Title	Economy and City Centre Lead
iTrent Ref No.	002605
Position Type	Permanent
Hours	37
Grade and Salary	Business Lead 2 – £78,093 (pro rata for part time)
Location	Hybrid
What hybrid looks like in this role	You will be required in Oxford on a regular basis
Service Area	Regeneration and Economy
Responsible to	Head of Regeneration and Economy
Responsible for	Circa 15
Assets	Dependent project by project basis
Budget	Circa £500k base budget plus £1-2m grant and project budgets
Rehabilitation of Offenders Act 1974	Not Exempt
Candidate Screening	Not required
Driving Licence	Not required
Political Restriction	This post is politically sensitive

The Role

Oxford is at the cutting edge of many of the world's most innovative sectors, with huge growth potential. It is home to one of the world's leading universities and one of the best new universities, Oxford city is brimming with opportunity.

However, Oxford also faces significant challenges, including being the second most unequal city in the UK. It is also grappling with an affordable housing crisis. It's a city with huge demand, but also limited land supply, making decisions about land use and development mix critical. Within this context the economy and city centre teams act as both a leader and convener in shaping the future of the city as it rapidly evolves.

If you thrive on tackling complex issues and driving transformative change in economic development or the built environment, this role is for you. We are looking for a consultative, collaborative leader to join our Regeneration, Economy and Sustainability Service.

You will provide strategic direction and co-ordination to continue the delivery of sustainable growth and guide the city's economic prospects and support a more inclusive economy for our citizens.

You will lead our **Economic Development** and **City Centre Management** teams, overseeing the implementation and evolution of key strategies, including the Oxford Economic Strategy and the

City Centre Action Plan. These plans are vital to the delivery of innovative programmes and projects, which include:

- Transforming strategic infrastructure, such as redeveloping shopping centres and train stations.
- Reopening rail branch lines and delivering new affordable workspaces.
- Driving community employment initiatives and expanding the city centre.
- Developing creative funding solutions for tourism management.
- Creating one of the largest innovation districts in the UK.
- Enhancing public spaces through city centre public realm improvements

This role is about creating the right conditions for others to thrive while making a tangible, lasting impact on the city.

About us

Our ambitious leadership team and dedicated staff are working hard building a world class city for everyone. Oxford City Council has accelerated plans to build more affordable and council housing in the city. We provide services to help reduce inequality and improve the health and wellbeing of Oxford's residents and are taking a lead on reducing emissions and increasing biodiversity to become a net carbon neutral city of the future.

We are a supportive and collaborative bunch of people working towards shared goals, where new ideas and initiatives are valued. We strive to deliver service excellence, take accountability for our actions and communicate with honesty and respect. There has never been a more exciting time to join us! Help us to build successful places in which to live and work and build a fairer, greener city in which everyone can thrive.

We offer generous holiday of 29 days a year with an additional 4 days after 5 years' service and an excellent range of benefits including the Local Government Pension Scheme, payment of professional fees and subscriptions, Personal accident insurance, Travel loans, Travel to Work Discount Scheme, Eye care, Gym membership, Cycle to Work Scheme, Staff Offers Discount Scheme, an Employee Assistance Programme and discounts for Oxford attractions.

In addition, we are committed to supporting career development opportunities and learning and development.

How to apply

More information is available on the role profile document. Please read this document to ensure that you meet our requirements. More information about working for the Council, our values and vision, is available on our web site.

Applications should be made via our online application system with your CV

For further information and how to apply online, please visit www.oxford.gov.uk

If you are unable to access our website please call 01865 252848.

Note: For roles that require a DBS Certificate (Enhanced and or Barred List check), candidates are required to supply their complete work history. If you are making an application using a CV please ensure you explain any gaps in your work history.

You will be informed whether the first round of interviews will be online or in-person (role-dependent). Please note, for hybrid roles the successful applicant will be expected to work from home. You should ensure that you have reliable and secure wifi access; a suitable workspace and are prepared to undertake distance learning and training.

Closing Date: 26 January 2025

Late applications will not be processed

Interview Date: 07 February 2025

For an informal discussion about the post please contact Carolyn Ploszynski on 07483 012483 or email cploszynski@oxford.gov.uk

We are an equal opportunity employer:

We are striving to become a more inclusive employer and to represent the communities that we support. We have policies in place to ensure that every applicant and employee can flourish and succeed. Currently we are underrepresented in some areas and would particularly welcome applicants from ethnic and minority communities. All applicants will be given fair consideration for work and will not receive less favourable treatment on the grounds of any protected characteristic.

Our commitment to Safeguarding:

Oxford City Council is committed to safeguarding and promoting the welfare of children, young people and adults at risk and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.



Role purpose

This is a key role in the organisation, where you will be responsible for shaping the future of a world class city, with major strengths, huge potential, but also significant challenges. To be accountable for and lead, develop and implement the council's work, to drive high performance in the Council's services and functions relating to Economic Development and City Centre, ensuring compliance with statutory duties and relevant regulation and legislation.

To be a leading place maker within the organisation, working with Members, other council teams and partners to deliver positive impacts for citizens and communities through:

- Leading the council's inclusive economy agenda including the delivery of the Oxford Economic Strategy and City Centre Action Plan
- Leading, managing and delivering infrastructure projects in the city

Specific responsibilities

The areas of responsibility and line management responsibility may change over time but at the commencement will include:

- Economic Development, including West End Innovation District
- City Centre Management
- Green Transport and Infrastructure
- Adhere to Proper Officer responsibilities assigned to the role in the Council's constitution or delegated from it.

Role responsibilities and main duties

- Work with the Head of Service to develop and deliver strategies to maximise the Council's revenue and generate income in support of service delivery and Corporate objectives including delivery of the Oxford Economic Strategy and City Centre Action Plan as well as work with Oxfordshire County Council to support the delivery of the transport plan for the city.
- Stimulate and manage a continuous, innovative, improvement and change culture in support of People Strategy and Councils values and behaviours.
- Provide leadership and management of the Economic Development and City Centre Management teams, delivering the council's plans and objectives for the service area including the effective programme management to support the delivery of key projects and initiatives including:
 - Taking the lead by demonstrating personal responsibility and modelling expected leadership behaviour and competencies that reflect the council's people strategy, values, culture and ambition;
 - Effective delegation to deliver a culture of ideas, learning and innovation
 - Leads and inspires change through motivating, encouraging, listening, involving and influencing others.
 - Managing the staff resources ensuring that matters such as communication, guidance, expectation, appraisals, training, development, safety, welfare, supervision and discipline receive proper attention. Setting personal performance targets and balancing workloads where necessary. Delegating activities as appropriate.
 - Leading, overseeing and managing in an effective and efficient way allocated projects and thematic work for the team and working with the Head of Service where these including cross-cut the service area and other service areas.
 - Keeping the Head of Service informed of progress; bringing to their early attention any significant variation in planned performance, change, dysfunction or other concern that may have a bearing upon the work of the wider service and council objectives.
 - Apply political awareness to leadership and service delivery, use initiative to recognise emerging problems and pro-actively demonstrate strong leadership skills in influencing and problem solving techniques to reach solutions.

- Ensure professional quality control is maintained and advice to meet internal and external needs is provided by the team.
- Ensuring that reports relating to the allocated duties and responsibilities are produced to the required standard and submitted on time to the Head of Service.
- Managing the team and associated processes effectively to ensure compliance with all legal and financial obligations relevant to the service area; carrying out risk assessments and introducing risk management measures, as appropriate and working with the Head of Service to ensure these are embedded. Operate as a key member of the service senior management team working with the Head of Service and other managers to promote the highest standards of leadership and make an effective contribution to delivering the council's plans and objectives.
- Lead the development and interpretation of a range of policy and legislative areas including Devolution, Planning, wider business regulation, business rates, procurement, Green transport, Sustainability and Housing, where they interact with Regeneration and Economy policies.
- To lead on attracting, and securing significant funding for economic development, skills and employment, regeneration and infrastructure, ensuring these funds are aligned with project delivery and risk management plans.
- Budget management – manage in an effective and efficient way, all allocated financial budgets, so as to achieve value for money including the achievement and generation of income. Negotiate as appropriate, with suppliers and customers, whether internal or external to obtain best value. Show commercial awareness and understanding of effective business conduct taking into account all internal and external factors.
- Deploy effective decision making skills – demonstrating the ability to think strategically and tactically how the implications of the overall outcome/s will affect their overall goal/strategy and how to secure successful implementation and management of risk.
- To work across the public, private and third sectors to deliver new and innovative opportunities in support of delivering our strategies as they relate to economic development, city centre enhancement and green transport.
- Work with the Head of Service and other managers to encourage strong collaborative relationships within the teams and across the Council to heighten engagement on key projects and programmes. Provide strong project management through leading, overseeing and managing allocated projects in an effective and efficient way including assessment of risk and any necessary organisational change.
- Work alongside the Head of Service to develop and maintain effective links, networks and engaging working relationships with internal and external partners/stakeholders. For example, take a leading role in creating and developing strategic partnerships and relationships with the LEP, County Council, anchor institutions and businesses to deliver inclusive economic development in the city.
- Carry out any other duties of a similar nature which might reasonably be expected of a person holding this level of responsibility, as required by the Head of Service, including complying with, and implementing as appropriate, all Council policies, procedures, codes, protocols and rules; promoting core values and making a positive contribution to corporate objectives.

The duties and responsibilities set out in this role profile are indicative of the role. They are however, subject to change and you will be required from time to time to undertake other duties commensurate with your grade.

Who we are looking for

Candidates will be shortlisted on the basis of demonstrating that they fulfil the following criteria that is listed to be 'Assessed at: Application' on their application form and should include clear examples of how they meet these criteria. Each of the criteria below will be measured through, the application form, interview, test/exercise or documentation (e.g. a qualification document).

Essential Criteria	Assessment stage
Educated to degree level or equivalent qualification in relevant subject and/or equivalent experience.	Application; document
A professional qualification (or working towards) in project management, built environment, and/or economic development	Application; document
Experience at a senior level of successfully leading a service area or team focused on the built environment and/or economic development	Application; interview
A strong track record in economic development, place-making, regeneration activity, with both a strategic and delivery focus	Application; interview
Demonstrable programme management experience of complex programmes.	Application; interview
Up to date knowledge of policy issues relating to economy, green transport, place management and regeneration.	Interview; test
Strong Leadership skills - Ability to lead, motivate, manage and develop individuals and teams to manage conflicting and competing priorities effectively to ensure strong service delivery promote high performance, continuous improvements and innovation in support of driving forward effective service delivery	Application; interview
Demonstrates the ability to work collaboratively through listening, influencing and negotiating whilst promoting a positive proactive cross functional and service improvement partnership approach for the council and service reputation.	Application; interview; test
Demonstrable experience in operational, financial, resource and people management. Effective financial planning and budget management skills, experienced in both capital and revenue budgeting.	Application; interview
A clear understanding of the major challenges in local government and of the social policy issues to be faced in a multi-cultural city.	Application; interview; test
Strong interpersonal skills - Communicates effectively verbally and in writing including presentation skills with significant experience of clearly and effectively communicating with a range of audiences.	Application; interview; test
Demonstrate high standards for personal performance and shows determination to meet goals including leadership and management development.	Application; interview

Desirable Criteria	Assessment stage
Evidence of continual professional development.	Application; document
Experience of integrating and transforming services including evidence of workforce planning and maintaining lean and efficient systems and structures to ensure efficient delivery.	Application; interview
Experience of working in the public sector.	Application; interview

Notes to candidates

In addition to the above criteria, Oxford City Council has developed and embedded a suite of values and behaviours. Full details of these can be found on our web page, under Working for Us. Please familiarise yourself with these values and behaviours. If you are invited for interview you will be asked questions based on them. How to apply

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