

## JOB DESCRIPTION AND PERSON SPECIFICATION

Job title	Manager – Caithness & North Sutherland Regeneration Partnership
Reporting to	Area Manager - Caithness & Sutherland
Direct Reports	Two
Grade	E
Location	Thurso

### Position overview

Highlands and Islands Enterprise (HIE) is the Scottish Government's economic and community development agency for a diverse region which covers more than half of Scotland. HIE aspires to generate sustainable economic growth in every part of the Highlands and Islands through supporting innovation, investment, internationalisation and inclusive growth.

Caithness & North Sutherland Regeneration partnership (CNSRP) is an informal partnership of the main bodies with an economic and socio-economic remit in the Caithness and North Sutherland area. Its aim is to coordinate and lead the response to the socio-economic impacts associated with the decommissioning of the Dounreay nuclear site. The partners are HIE, The Highland Council, Skills Development Scotland, Caithness Chamber of Commerce, The Scottish Government, Cavendish Dounreay Partnership and The Nuclear Decommissioning Authority.

The CNSRP Manager's role will be to work with partners to ensure the delivery of a programme of actions that will support new employment opportunities in the area. The Manager will also work with partners to ensure that the work of CNSRP is widely understood amongst communities and with local, regional and national stakeholders.

A key part of this role will be to bring fresh thinking to HIE's work in this field, and make a positive contribution to HIE's continuous development as a progressive organisation where staff are empowered to use their full potential to benefit Scotland's economy. This is in line with our people values.

## Key responsibilities

1. To lead the delivery and operation of the CNSRP Programme of work, with responsibility for developing, reviewing and evolving the CNSRP strategy in conjunction with the CNSRP Independent Chair and the CNSRP Executive board
2. To identify and manage the assessment of projects brought forward to the CNSRP programme, and to work with project “owners” to agree delivery plans
3. To clearly demonstrate a flexible and adaptive approach to the existing and future strategic requirements of CNSRP partners to ensure delivery against objectives set by the partners
4. To be responsible for the management of relationships with a range of internal and external stakeholders
5. Ensure communication between the CNSRP partners, including governance arrangements, reporting and performance measurement requirements
6. Maintain dialogue with the Independent Chair of the CNSRP Executive board and the Chair of the CNSRP Advisory Board
7. To ensure that all marketing and promotion activities are consistent, professional and deliver impacts
8. To promote a climate of accountability, openness, collaboration and innovation
9. To ensure appropriate compliance with all aspects of HIE governance, including risk management and HIE audit and compliance requirements
10. To ensure optimum use of internal management systems
11. To take responsibility for own learning and development, keep continuous professional development (CPD) records up to date

For developmental or operational reasons this role may occasionally contain some elements of work that are either more or less demanding than described above.

## Salary and benefits

We aim to appoint at the minimum end of the salary scale to allow progression throughout the grade range.

This post comes with a competitive benefits package including: contributory staff pension arrangements which includes life assurance, generous annual leave entitlement, employee assistance programme and a variety of flexible benefits, e.g. childcare vouchers, cycle to work scheme, gym subsidy and other staff discounts.

## Our commitment to equality and diversity

We are committed to recruiting, promoting and developing our people solely on the basis of their ability to contribute to HIE’s objectives, without regard to their gender, race, disability, religion, national origin, ethnicity, sexual orientation, age or marital status.

HIE employs staff in offices across the Highlands and Islands and other locations in Scotland, encourages flexible working and seeks to employ people with different ideas, styles and skill sets, each able to contribute in complementary ways. This diversity engenders a richer, more creative environment – one in which our people develop and clients are served better.

This diversity and the sharing of knowledge, skills and experience make us a stronger organisation. These are qualities we value and continue to enhance.

KEY CRITERIA	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>▪ Educated to degree level in a business or related discipline, or equivalent work experience</li> </ul>	<ul style="list-style-type: none"> <li>▪ Qualification or CPD in economic development discipline</li> </ul>
Work experience	<ul style="list-style-type: none"> <li>▪ Experience of working on multi-agency partner projects</li> <li>▪ Experience of liaising with and influencing a wide range of stakeholders across the private and public sectors</li> <li>▪ Project management experience</li> <li>▪ Experience of working to deadlines and prioritising workload</li> <li>▪ Experience of working as part of a team but also ability to work on own initiative</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in key sectors relevant to Highlands and Islands Economy (e.g. engineering, technology, life sciences, tourism)</li> </ul>
Skills and abilities	<ul style="list-style-type: none"> <li>▪ Ability to lead negotiations with private and public-sector partners at senior level</li> <li>▪ The ability to analyse and review complex issues affecting an organisation, to weigh up conflicting opinions and reach informed decisions</li> <li>▪ Client relationship building and management skills</li> <li>▪ A confident and articulate communicator who can adapt approach to stakeholders</li> <li>▪ A high standard of IT literacy, particularly in Microsoft Office, e.g. Word, Excel, Outlook</li> </ul>	<ul style="list-style-type: none"> <li>▪ A strategic thinker with excellent technical skills and a proven track record in the delivery of multi-stakeholder projects</li> <li>▪ An understanding of the Scottish Government's economic development priorities for Scotland and the ability to work with partner organisations to achieve Scotland-wide benefits</li> <li>▪ Strong understanding of the UK energy sector</li> </ul>

Job circumstances	▪ Full, clean driving licence	
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HIE has equal respect for Gaelic and English. We welcome any communication in Gaelic. We will respond to Gaelic communication just as quickly as we respond in English.

Tha spèis cho-ionnanachd aig HIE airson na Gàidhlig agus na Beurla. Tha sinn a' cur fàilte air conaltradh sam bith anns a' Ghàidhlig. Freagarraidh sinn conaltradh sa Ghàidhlig ceart cho luath 's a fhreagras sinn sa Bheurla.