

JOB DESCRIPTION AND PERSON SPECIFICATION

Job title	Area Manager – Moray
Reporting to	Director of Service Delivery
Direct Reports	Head of Business Growth Head of Strengthening Communities Head of Regional Development
Grade	Executive 2
Location	Forres

Position overview

Highlands and Islands Enterprise (HIE) is an ambitious organisation with a unique remit from the Scottish Government that integrates economic and community development. With around 300 staff, HIE supports hundreds of businesses and social enterprises across the Highlands and Islands.

HIE works in a diverse region covering more than half of Scotland's land mass. HIE's three priorities are to: grow successful, productive and resilient businesses; create the conditions for growth; and build strong, capable and resourceful communities.

HIE's vision is for the Highlands and Islands to be a highly successful, inclusive and prosperous region in which increasing numbers of people choose to live, work, study and invest.

This is a senior and high-profile role responsible for the implementation of HIE's Strategic Plan and annual Operating Plan in Moray, with a focus on our three priorities:

- Successful, productive and resilient businesses
- Strong, capable and resourceful communities
- Creating the conditions for growth

You will ensure the consistent application of HIE policies and be responsible for the achievement of agreed targets and objectives in the area.

The Area Manager plays a key role in ensuring the effective delivery of front line HIE services to customers, develops local partnerships with stakeholders, and with the support

of the Director of Service Delivery provides strategic leadership in their geographical area of responsibility.

The Area Manager will lead HIE's participation in partnership efforts to diversify the Moray economy.

The post-holder will effectively ensure use of HIE's support mechanisms to deliver sustainable outcomes which benefit Moray. Additionally, the Area Team is leading on a range of significant, complex and challenging projects which require high levels of leadership and outstanding competence in negotiating and influencing from the post-holder.

The Area Manager makes decisions on financial assistance to laid down delegated levels. The post-holder ensures local prioritisation of resources to meet HIE's strategic objectives and undertakes the effective discharge of responsibilities for standards of governance and internal controls laid down from time to time, as it affects the area office environment.

In particular, the post-holder will ensure audit compliance requirements are met and that HIE's risk management strategy is effectively maintained.

The Area Manager is required to support significant governance issues to the Director of Service Delivery and HIE's Head of Internal Audit.

A key part of this role will be to bring fresh thinking to HIE's work in Moray 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. Managing delivery of all HIE services in the local area to achieve the targets and objectives agreed corporately
2. Developing and subsequently delivering the area plan for activity in Moray in line with HIE's Operating Plan, making best use of all HIE resources. Act as HIE's senior, visible representative in the Moray area
3. Contributing to the development of HIE Strategy and Policy
4. Ensuring effective prioritisation of resources, managing forward commitment, and sound financial management within the HIE budget allocated to the area
5. Liaising closely with all partners in taking forward co-ordinated strategic activities in pursuit of the policy objectives laid out by the Scottish Government
6. Acting as the primary interface with the local business and wider community, participating and leading where appropriate, in the Community Planning Partnership and other partnership activities, including with Scottish and UK governments
7. Through a close account management relationship with the local authority in particular, ensure that all public-sector partners are provided with appropriate information on HIE plans and strategic priorities
8. Leading, in liaison with other key HIE colleagues, on a range of regionally significant investments
9. In conjunction with the Marketing and Communication Team, liaising with the media, dealing with issues arising and promoting HIE services in the local area
10. Liaising as the primary interface with HIE senior management, through attendance at meetings, workshops and events
11. Preparing and appraising staff papers for projects in line with HIE rule book and making decisions on such cases in line with the published delegated authority levels
12. Performance management responsibility for members of the Moray Area Team

13. Recruiting, developing and managing team members in a supportive environment
14. Promoting continuous improvement of all HIE services, processes and practices
15. Promoting a culture of flexible and cross-team working to ensure effective allocation of HIE staff resources
16. Promoting a climate of accountability, openness, collaboration and innovation
17. Ensuring compliance with all aspects of HIE governance in consultation with the Director of Service Delivery, including risk management, handling conflicts of interest, and ensuring HIE's audit and compliance requirements are met
18. Ensuring optimum use of internal management systems and that data held on these systems is accurate and current
19. Taking responsibility for own learning and development, keep continuous professional development (CPD) records up to date
20. To champion and be a positive role model with regard to HIE's People Values

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. 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"> ▪ Degree qualified in a business or related discipline or extensive, equivalent professional work experience 	<ul style="list-style-type: none"> ▪ Post graduate qualification in a business or related discipline
Work experience	<ul style="list-style-type: none"> ▪ Proven, recent experience of working at a senior management level with experience in business development, organisational change and people management ▪ Proven track record of project management ▪ Experience of working in an environment with high standards of governance and accountability ▪ Practical experience of risk management and mitigation ▪ Experience of working to deadlines and prioritising workload ▪ Experience of working as part of a team but also ability to work on own initiative 	<ul style="list-style-type: none"> ▪ In depth knowledge of the Moray area and economy ▪ Knowledge of public sector ▪ Experience with private sector business ▪ Experience with international trade ▪ Experience of working within community planning frameworks
Skills and abilities	<ul style="list-style-type: none"> ▪ Strong interpersonal and communication skills ▪ Effective people management skills ▪ A confident and articulate communicator who can adapt approach to stakeholders ▪ Demonstrably inspiring leadership skills ▪ Strategic planning and monitoring skills ▪ A high standard of IT literacy, in particular Microsoft Office suite (Word, Excel, Outlook) 	<ul style="list-style-type: none"> ▪ Experience of practical methodologies for knowledge sharing and best practice ▪ Knowledge of project management techniques ▪ Gaelic language skills (speaking, reading or writing)

	<ul style="list-style-type: none">▪ Ability to influence key decision makers and lead difficult negotiations▪ Ability to carry out complex budgeting with significant budgets▪ Evidence of a creative approach to problem-solving and development	
Job circumstances	<ul style="list-style-type: none">▪ A full current driving licence and access to a vehicle▪ Flexibility to travel as required, which will involve regular overnight stays away from home	

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