

**Manchester City Council and Core Cities UK
Role Profile
Deputy Director, Core Cities UK, Grade SS2
Reports to: Director, Core Cities UK**

Role portfolio

Overall purpose of the role

This high-profile role working to Core Cities political Cabinet and Chief Executives Group is responsible for leading Core Cities through the next phase of its development, creating and delivering strategy and tactics to achieve the group's goals. Liaising with and influencing decision-makers at the highest levels across public and private sector, the Director of Core Cities champions the role of Core Cities UK and represents its members.

This is a politically restricted role due to the nature of the political environment within which the role-holder will operate. Core Cities is hosted by Manchester City Council, and all employment, legal and financial arrangements are operated in compliance with their processes.

Key responsibilities

Act as lead officer and principal adviser for the group, working to and supporting Core Cities political Cabinet and Chief Executives Group, and their Chairs, enabling and facilitating discussions.

Implement the findings of Core Cities Review and 3-year plan, developing strategy and tactical detail, aiming to shape and deliver the future strategy for the group's members.

Translate the groups ongoing aims, mission and vision into activity, programmes and campaigns that deliver transformational results of the highest standards, set out in an annual plan, reporting against performance management indicators.

Maintain and extend high-level strategic partnerships across the public and private sector to deliver the groups aims including local and national government bodies, urban networks, LGA and Devolved Administration equivalents, funders, investors, industry, think tanks, academia, international networks, other institutions, influencers and opinion formers.

With relevant team members, be responsible for the delivery of Core Cities communications, public affairs, campaigns and events programme including a national Summit, liaising with Core Cities members.

Apply the highest standards of financial management to Core Cities budget, ensuring probity and compliance with relevant legislation and internal Manchester City Council policy as relevant, e.g. for legal and procurement. Accessing additional resources through e.g. sponsorship, partnership funding arrangements or in-kind support.

Commission and procure high-quality campaigning, research and public affairs support for the group as needed, understanding the role of a strong client in ensuring results for the group.

Liaise with senior staff and Policy Advisors across all the 11 Core Cities and 4 nations, to ensure smooth flows of information and delivery of programmes and activity.

Lead a small team to deliver the above responsibilities, acting as line manager.

Undertake other duties that may be assigned by Cabinet or CEOs group, or that are required by nature of operating within a small team.

Key Role Descriptors

To provide senior strategic leadership, management responsibility and oversight of all Core Cities UK's work.

To operate competently and without bias in a highly political environment, including on a cross-party basis.

To lead the development of innovative campaigns, programmes and commissioning, taking into account best practice and the needs of the 11 city members, their different legislative and policy contexts across the four UK nations to deliver the groups vision.

To establish new ways of working which focus on outcomes for the 11 members and drive continuous improvement in delivery, alongside the professional development of employees.

To demonstrate passion for the Core Cities agenda throughout their work and in their behaviour, championing the mission of the group in everything they do.

To develop coordinated working across members, partners and through relationships with key stakeholders, actively listening and engaging to deliver improved outcomes.

Manage employees and budgets successfully ensuring group needs and resource levels are identified and met.

Ensure statutory regulations are met to safeguard the organisation, in compliance and with respect for the processes of Manchester City Council.

Responsibility for advising group Chairs, politicians, CEOs, senior officers and other stakeholders from public, private and voluntary sectors on matters relating to the group's work.

Foster commitment, talent and fresh thinking, challenging yourself and others and take responsibility for their own development and promoting continuous learning.

Through personal example, open commitment and clear action, ensuring diversity is positively valued, resulting in equal access and treatment in employment, operational delivery and communications.

Where the roleholder is disabled every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the role. If, however, a certain task proves to be unachievable, job redesign will be given full consideration.

Behaviours, skills, and technical requirements

Our Manchester Behaviours (for information, as an MCC employee)

- We work together and trust each other
- We're proud and passionate about Manchester
- We take time to listen and understand
- We 'own it' and aren't afraid to try new things.
- We show that we value our differences and treat people fairly

Generic Skills

- **Leadership:** Self-driven, motivated leader able to develop and deliver on a vision for the future of member cities, balancing different needs of partners within a coherent plan for action and leading its delivery.
- **Influence and partnerships:** Able to exert influence at the highest levels, with a track record of building strategic partnerships with diverse stakeholders to deliver objectives.
- **Political awareness:** Able to operate in a complex political environment across different concerns and parties, between cities and national government in a competent, credible and knowledgeable manner.
- **Policy Skills:** Ability to interpret the political context at an international, national, regional and sub-regional level to identify policy priorities. Ability to lead the formulation of innovative, evidence-based policies.
- **Campaigning:** Ability to translate policy solutions to major challenges faced by members into effective campaigns using a range of different styles, e.g. from building coalitions for change, to more direct media-based campaigning.
- **Collaborative working:** Ability to build and maintain strong networks of support from highest political levels downwards, both internally and externally to the group, and to forge effective partnerships for the continuous improvement of the group's work. The ability to harness the full commitment and responsibility of all key stakeholders in delivering the vision of excellence for the group is crucial to success.
- **Communications and media:** Skilled and experienced communicator, including through and with media to build profile. Speaks fluently and writes articulately, expresses opinions, information and key points of an argument clearly, makes presentations and undertakes public speaking with skill and confidence; responds quickly to the needs of an audience and to their reactions and feedback; projects credibility and authority.
- **Strategic Thinking:** A strategic thinker, with the ability to identify critical issues and formulate programmes of work which respond to these issues and to oversee their effective implementation.
- **Planning and Organising:** Ability to turn strategic ideas and objectives into practical, well organised plans, identifying and organising resources,

effectively monitoring performance against milestones and deadlines and taking account of changing circumstances.

- **People Management:** Ability to exert positive influence over the performance of others, promoting others' self-esteem, inspiring trust and fostering confidence in others' ability to achieve high standards, thereby enhancing a performance orientated culture which supports the delivery of high-quality services to the group.
- **Financial Management:** Strategic awareness of the financial structure of the Core Cities budget, its relationship to Manchester City Council processes and the implications of decisions on the delivery of value for money for tax payers.
- **Commercial Skills:** Ensure that contracts and tenders offer best value to the group within the context of Manchester City Council procedures, and support strategic delivery of service to clients and partners.

Technical requirements (Role Specific Experience)

- **Results driven:** Extensive knowledge and experience in the strategic leadership of a high performing, results driven programmes of activity and change.
- **Senior political experience:** Experience of working successfully at highest political and senior officer levels across local and national government, to build and maintain networks.
- **Events:** Experience of major event management at regional, national or international level.
- **Programme delivery:** Experience of successfully leading strategic programmes through inception to delivery and the ability to manage multiple complex projects within statutory, constitutional and value for money requirements
- **Knowledge of Core Cities:** Comprehensive knowledge, awareness and understanding of legislation, current issues, national and local policies related to Core Cities.
- **Expertise in relevant areas:** General expertise in relation to urban and regional policy in the UK and the Core Cities agenda, and specific expertise relevant to one or more areas of the Core Cities Group's work and some understanding of the international / global context for cities
- **Facilitator and communicator:** Experienced and exceptional facilitator, communicator and negotiator, with excellent interpersonal skills, able to inspire confidence, influence outcomes and maintain momentum.
- **Self-starter:** An experienced self-starter able to work on own initiative with limited direct supervision.
- **Research and analysis:** Evidence of well-developed analysis and problem-solving abilities, including research or commissioning of research, and of presenting analysis in a compelling and influential manner.
- **Management leadership:** Experience of leading and managing staff and resources to achieve complex organisational objectives.