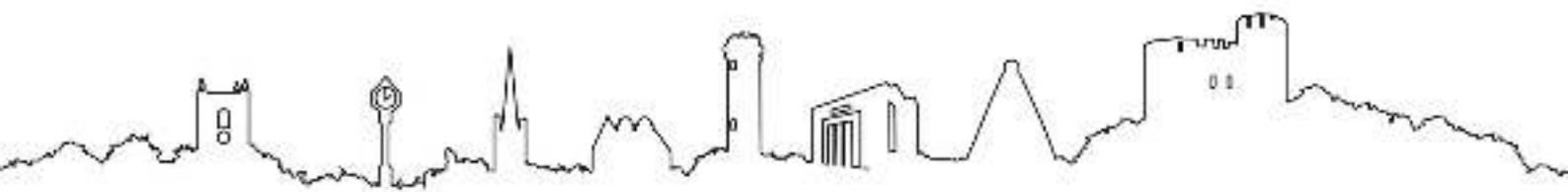
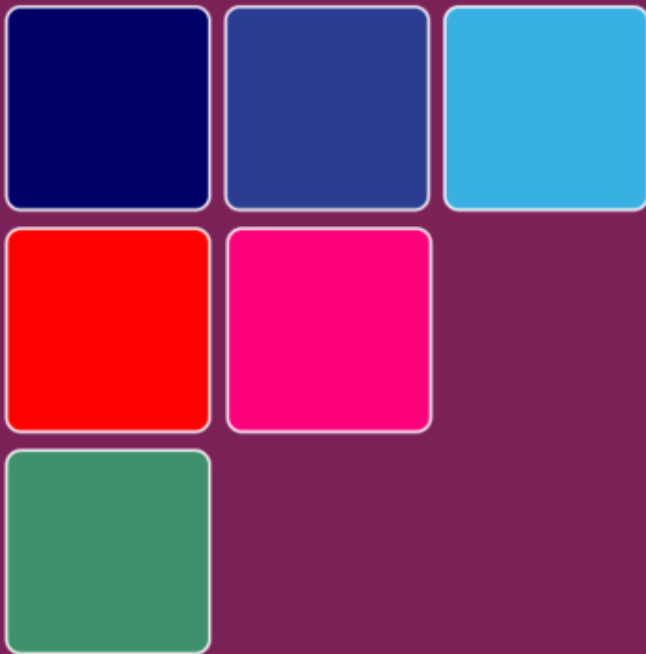


Local Enterprise Programme Development Lead



DMBC Operating Model 2024 - Vision:

A community-focused, financially resilient, collaborative, and sustainable council delivering the services required to support and meet the essential needs of residents, businesses, and the local economy.

Case for Change July 2024

Our Values:

Our values describe what we stand for and how we operate, and we expect our values to be lived and role-modelled throughout our organisation.



...we will be one council, building an effective and dynamic organisation

Job Description

Job Title:	Local Enterprise Support Programme Development Lead
Grade and Salary:	G14
Reports to:	Economic Development Manager / Strategic Lead – Business, Skills & Strategic Partnerships
Post Number:	TBC

Role Purpose:

The role of the Local Enterprise Support Programme Development Lead is to scope, design and plan a new Local Enterprise Support (LES) function and associated delivery contract for Dudley. The post holder will lead the development of a clear service model, delivery plan and commissioning approach across four key areas: Innovation, Inward Investment, Sector and Supply Chain Development and the Everyday Economy.

The role will work with businesses, partners, anchor institutions, internal Council services and regional stakeholders to understand local business needs, identify gaps in existing support, design future delivery arrangements and ensure that the new LES function is practical, targeted and aligned with the Council's Framework for Growth.

The post holder will undertake business and stakeholder engagement, analyse evidence and market intelligence, develop service specifications, support procurement and commissioning activity and prepare the necessary plans, briefings and governance reports to enable the LES function to be mobilised from 2027.

The role will also support early delivery activity during 2026/27, including brokerage events, business engagement activity and partnership development, ensuring that the emerging service is visible, well communicated and responsive to local business priorities.

Specific Responsibilities:

- Engage with partners including West Midlands Growth Company and West Midlands Combined Authority, staff, stakeholders and businesses to design a new Local Enterprise Support programme.
- Ensure designed and delivered Local Enterprise Support activity meets the requirements of and is compliant with the Local Enterprise Support Operating Procedure and funding agreement.
- Prepare Local Enterprise Support programme delivery plan for 2027/28.

- Engage with regional and national service providers to ensure LES offer complements rather than duplicates existing and emerging business support products.
- Engage with other organisations within the West Midlands and national ecosystem, including universities and innovation partners, government departments and private sector business support providers.
- Deliver brokerage events during 2026/7.
- Ensuring new service is designed and communicated to local businesses
- Commissioning and contract managing
- Manage external funding
- Preparing and delivering briefings and reports
- Work with internal colleagues and delivery partners, as and when required, to ensure that the Council's grant reporting duties are complied with. To represent the Council professionally at meetings, business forums, stakeholder events and partnership discussions.
- To prepare and/or refine the existing programme level definition documentation including the benefits profile, stakeholder mapping, strategic plan and business case where additional funding bids may be submitted
- To work collaboratively across Council services to ensure that regeneration and economic development activity is coordinated and not delivered in silos.
- To promote equality, diversity, inclusion, accessibility, sustainability and social value through business support activity.

Key Responsibilities:

- To be accountable for and promote equality, diversity and community cohesion to meet Group, Department and Function objectives. All employees have a responsibility not only for their own behaviour, but also for others regarding equality of opportunity. Any incident must be reported.
- To participate in a Performance Review and Development meeting and undertake a plan of training where necessary. Develop his/her own skills and expertise in a professional manner.
- In addition to all the responsibilities listed above, all employees must be flexible in their approach and undertake other duties that are commensurate with post holder's level, wherever they may be, to achieve the objectives of the Group.
- To represent the Council and Group in a professional manner meeting the Corporate and Group aims. To comply with Group and Corporate policies.
- If appropriate to be responsible for the recruitment and performance management of designated teams and individuals in accordance with Corporate and Group aims and management style.
- To comply with the council's financial regulation and standing orders
- To actively promote Dudley's commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults at a level appropriate to this group.

- Employees must comply with health and safety legislation and will be required to comply with the Council's Health and Safety Policies. All employees must ensure that they take reasonable care of their own health and safety as well as the health and safety of any person that is affected by their actions.
- To be responsible for adhering to legislative requirements and Council Policies and Procedures including, but not exclusively health & safety, Data Protection and Internet/Email use.

Special Conditions:

This post is subject to the DBS checking process

Driving Licence will be subject to checking with the DVLA. It is a council requirement to have Business Use Car Insurance and a valid MOT certificate (For cars over 3 years old)

The post holder is required to work onsite 3 days per week

Prepared by: Alexander Oxley

Date: 26/06/26

Person Specification

Essential criteria:

Qualifications and Experience		Application form	Technical assessment	Interview
1.	A degree-level qualification or equivalent experience in a related discipline	x		
2.	Knowledge of the structure and funding of the business support ecosystem in the West Midlands	x		x
3.	An understanding of the role of local authorities in working to increase productivity and support businesses.	x		x
4.	Experience of developing and implementing economic development or business support programmes	x		x
5.	Experience of delivering partnership strategies and development plans within business support or related activities	x		x
6.	Experience of preparing funding bids	x		x
7.	Experience of managing external funding	x		x
8.	Experience of using evidence-based project and performance management techniques to drive successful change	x		x
9.	Experience of developing partnerships with local and national stakeholders	x		x
10.	Experience of commissioning and contract management	x		x
11.	Experience of working in a local authority environment.	x		x
12.	Experience of implementing change within a complex multi-partner environment	x		x
Skills and abilities				
13.	Proven commitment to public service and the ability to champion equality, diversity and inclusion and embedding these as core values	x		x
14.	Ability to use insight, data and evidence to design place-based interventions to address market failures.	x		x

15.	Programme and project management skills, with a track record of delivering excellent performance against agreed targets and objectives	x		x
16.	Ability to translate strategic priorities into operational delivery plans and measurable outcomes.	x		x
17.	Verbal and written communication skills to advocate for service priorities and present complex data to diverse stakeholders.	x		x
18.	Proven bid writing skills and the ability to motivate, enthuse, persuade, negotiate and influence in the spoken word and in writing.	x		x
19.	Ability to build effective partnerships across the triple helix	x		x
20.	Financial management skills, including the preparation and management of budgets.	x		x
21.	Strategic, critical thinking and decision-making skills.	x		x
22.	Ability to work on own initiative and as part of team	x		x
23.	Ability to work under pressure.	x		x
24.	Commitment to high standards of governance, transparency and public accountability.	x		x
25.	Politically aware and able to operate effectively within a local government environment.	x		x