



JOB DESCRIPTION

Role	Economic Growth Champion – Life Sciences
Reports to	Senior Responsible Officer – Trade, Investment & Innovation
Directorates	Economy & Growth
Department	Business
Grade; Current Salary Banding (04/23)	Grade 12; £44,428 - £48, 474 per annum

Job Purpose

To drive the delivery of the Combined Authority planned strategic growth of the Life Sciences sector to achieve the CPCA's ambition for inclusive and sustainable growth across the whole of the Cambridgeshire & Peterborough economy.

Core focus

To provide a strategic view of Life Sciences growth potential across the Combined Authority supporting the implementation and delivery of the recently commissioned Life Sciences Strategy for the Region. This includes the following:

- To identify & ensure funding opportunities to support the delivery of Life Sciences Growth in the CPCA region.
- To develop partnerships, bringing together key stakeholders and delivery organisations to support the delivery and implementation of the Combined Authority Life Sciences sector Strategic Action Plan.
- To develop strategic relationships with key central Government Departments to further the Combined Authority position as a leader in Life Sciences, to also attract the relevant funding to enable delivery of interventions or programmes to support growth in the Life Sciences sector.
- To assist as required the Trade, investment and Innovation Senior Responsible Officer in responding to and supporting Inward Investment enquiries from companies or organisations wishing to invest or set up operations in the Cambridgeshire and Peterborough area.
- To work with the Combined Authority's Skills Team to help them define priority skills / workforce sector needs. Enabling/ facilitating appropriate connections with the sector and the C&P Skills Team.
- To support the development of a Combined Authority Internationalisation plan across Cambridgeshire and Peterborough, plus support the implementation and delivery of the Internationalisation plan as it relates to Life Sciences sector.
- To support the development of a Combined Authority Innovation plan across Cambridgeshire and Peterborough, plus support the implementation and delivery of the Innovation plan as it relates to Life Sciences sector.



- To create and/or interpret statistical information, identify and articulate commercial business growth propositions to guide potential Combined Authority investment opportunities.
- To provide expert assistance in writing Business Cases, Expressions of Interest or bids as required to secure the relevant funding into interventions, projects or programmes in the sector.
- To support delivery of Cross-Directorate Place and Sector Programmes as required working with project teams consisting of members from economy, transport and place directorates, plus external partners such as those involved in sector activities.
- To provide local market insight, statistical analysis of the sector that aides Unitary, District and County Authorities identify opportunities or develop interventions for those partners to locally support the delivery of overarching sector strategy.
- To represent the CPCA at regional, national and international events held in the UK

Key Responsibilities

- To lead on review of the current Life Sciences Strategy & associated Action Plan to ensure it is fit for purpose, produce a revised review that meets current and future requirements of the Combined Authority.
- To provide a strategic policy view of the potential for growth of the Life Sciences Sector within the Combined Authority area, identifying areas for growth and funding working with the SRO for Trade, Investment & Innovation and other colleagues within the Economic Growth Directorate.
- To analyse the current and future needs and issues of the sector to help prioritise the key projects and delivery of support programmes and interventions across the CPCA
- To work with the Mayor's Office & key central Government Depts, as lead officer, creating opportunities for the Combined Authority to influence and bid for national funding opportunities.
- To develop a key network/partnership across the Combined Authority area, and wider regional partners, of Life Sciences organisations & businesses, supporting the development of business cases & joint working possibilities, leading on behalf of the CPCA associated programmes and projects
- To support the SRO in managing Local Authority officer, Local Authority CEO, Combined Authority Leader relationships in relation to the Life Sciences sector maximising the potential for investment in the Combined Authority area.
- Working with the C&P Skills Team to identify and articulate priority talent/ skills needs across the sector.
- To lead delivery of the cross Directorate and Life Sciences Sector Growth Programmes across the wider CPCA including transport, climate, economic and place directorates.



- To lead the reporting progress against the Life Sciences sector strategy and associated activities, producing reports for various Boards

Partnerships

Working across a range of public and private partnerships to undertake these responsibilities, including specifically:

- Business Board Advisory Panel
- Combined Authority Board
- Business Advisory Panel (BAP)
- Combined Authority Committees and Advisory Groups
- Sector specialist organisations
- Life Sciences support organisations
- Cluster or Membership Body organisations
- Universities and Institutes
- The Chamber of Commerce – All Districts
- Sector related investors and commercial developers
- Local Government and public sector bodies
- Relevant Government Departments, for example:
 - Department for Environment, Food & Rural Affairs (DEFRA)
 - Department for Business and Trade (DBT)
 - Department for Energy Security & Net Zero (DESNZ)
 - Department for Science, Innovation & Technology (DSIT)

Core Officer Responsibilities

- Lead Programme Policy and Strategy Development
- Ensure adherence to processes for Delivery Assurance
- Contribution to Directorate operational function, planning & strategy development.
- Lead Programme and Project delivery in the related sector
- Lead Bid Applications, EOI's and Business Case development.
- Development of partnerships and networks on behalf of the Business Board and Combined Authority
- Financial and budget reporting of project and programme portfolio

Person Specification

QUALIFICATIONS & KNOWLEDGE

- Proven track record in leading & coordinating external partners and stakeholders to create an active Life Sciences community.
- Good strategic understanding and knowledge of strategy development
- Knowledge of analysing and prioritising business sectoral challenges and opportunities
- Excellent programme & project management skills
- Excellent relationship manager
- Excellent communication and networking skills with confidence in own ability
- Good presentation skills
- Knowledge of strategy management including processes, procedures and tools.
- Knowledge of effective reporting at a strategic level
- Understanding of performance management frameworks and tools in the delivery of business objectives
- Ability to identify skills development to contribute to structural transformation and economic growth.
- Good knowledge of government systems & processes
- Good knowledge of budget management



- Degree level of equivalent

EXPERIENCE

- 5+ years' experience or knowledge in Life Sciences industry
- Experience of developing and exploiting partnerships to drive growth.
- A creative and innovative approach to handling strategy development
- An excellent communicator able to engage with a range of partners and stakeholders including local authorities, businesses and Government.
- Excellent organisational skills
- Experience of identifying funding opportunities, business case development and associated programme and project management.
- Experience in managing complex consultation activities with partners and stakeholders.
- Experience in partnership and joint working with partners and stakeholders
- Experience of negotiating financial and commercial contracts

Behaviours

- Excellent communicator
- Accurate and clear approach to reporting
- Highly positive approach to work
- Highly adaptable - to changing circumstances and demands.
- Collaborative – works productively with peers, team, partners and others.
- Motivated – driven by personal and organisational achievement.
- Strong organisational skills
- Proven experience in Economic Development programmes and Life Sciences sector in particular