



## JOB PROFILE

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<b>Post Title:</b>	Head of Economic Development Policy
<b>Portfolio:</b>	Economic Development
<b>Responsible to:</b>	Portfolio Director
<b>Responsible for:</b>	Trade and Investment Manager and Head of Tourism.
<b>Grade:</b>	Band H

### Job Purpose

To improve the lives of all within our community and help the island thrive and drive forward prosperity for all living and working in St Helena by drafting and implementing the policies required to deliver the goals, objectives, and actions in the Sustainable Economic Development Strategy and Delivery Plan..

This is a key role in delivering our overarching vision of making St Helena a great place to live, learn, work, visit and invest.

Heads of Service are integral to supporting the overall financial resilience of the Public Service and have a responsibility to ensure value for money and return in investment within their Service and across the Public Service as a whole.

### Main Duties and Responsibilities

1. Overall responsibility for the Economic Development Work Plan.
2. Responsibility for budgeting, strategic planning, liaison with Elected Members and Management.
3. Responsibility for ensuring, through strong leadership, that the Sustainable Economic Development Strategy, Digital Strategy, Investment Policy, Tourism Recovery Strategy, and Investment Strategy are delivered. Responsible for staff who are critical in achieving successful implementation of the above.
4. Provide expert professional advice to the Portfolio Director, Chief Secretary and Minister for Economic Development, and engage with Executive and Legislative Councils, partners and colleagues across the Public Service and private sector to deliver the strategic vision for Sustainable Development.
5. Work with the Strategic and Social Policy Coordinator to design and deliver policies and the Chief Economist to design and deliver the policies for economic development.
6. Support the Portfolio Director, Chief Secretary and Elected Members in developing and delivering the Public Service's strategic agenda.
7. Ensure that the Portfolio Director, Chief Secretary and Ministers have access to the best professional advice and information on all aspects of economic development. Sit on committees, boards, and advisory groups as required.



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8. Identify and advise the Public Service on priorities, challenges, risks and strategies for improvement across all aspects of economic development.
9. Have overall responsibility for managing and deploying the economic development budget and wider resources in order to meet the Public Service's current and longer range strategic objectives. Overall accountability for the economic development budget.
10. Providing leadership and direction to deliver the Altogether Wealthier Goal of the 10 Year Plan. Responsible for raising the profile of St Helena internationally as a place to live, work, and visit. Responsible for ensuring the removal of barriers to help St Helena businesses thrive.
11. Oversee new sector developments, where the benefits of development would outweigh the costs.
12. Responsible for working with colleagues responsible for policy across the civil service, to plan and drive through new government policy developments or legal changes for economic and social development.
13. Responsible for the "Innovation Budget"; designed for product development or cost saving trials.
14. Support to Treasury in developing sectoral support in case of a market shock.
15. Prepare regular updates on the Economic Development Strategy and Plan for the public, Senior Leadership Team, and elected members.
16. Supervise the Trade and Investment Manager, Head of Tourism, and work with the Head of Property to develop and implement policies that create a business friendly enabling environment in line with the Government's vision and strategy.
17. Manage and develop self and others to improve personal and team performance and deliver successful outcomes against plans and objectives.
18. Responsible for the effective management and timely resolution of people management issues which may include acting as Investigating Officer or Hearing Manager. Completing Manager Self Service (HR21) processes where appropriate.
19. Manage the efficient and effective use of resources to support activities and to achieve section and service objectives. Support the annual Medium Term Expenditure Framework (MTEF) process.

### **Special Conditions**

There are no special conditions associated with this role.

However, for the proper performance of the responsibilities this post will not be limited to normal working hours, the postholder will, in response to the demands of the post, be required to work out of normal working hours.



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This job profile is not an exhaustive list of duties and responsibilities. There may be other ad hoc duties that fall within the remit of the role that the job holder may need to complete. In addition, the job holder will be required to carry out any other reasonable duties as requested which are commensurate with the grading and level of responsibility for the role.

## Core Competency Framework

Competency	Level
<b>Professional Development:</b> Requirements for Continuous Professional Development met and when necessary submitted to Professional Institute in order to continue recognition of professional status	iii
<b>Planning &amp; Delivery of Work:</b> Structures business or service unit to deliver key objectives and obtain and allocate resources. Defines a balanced set of targets and measures aligned with delivery plans.	v
<b>Analysis and use of Information:</b> Identifies trends from complex or conflicting data. Takes steps to address the root causes of highly complex problems. Develops new policy and procedures.	v
<b>Decision Making:</b> Shapes new policies and sets long-term objectives. Understands the wider strategic environment to make appropriate resource decisions. Strategically processes the impact of decisions. Determines results which are aligned to strategic decisions. Ensures decisions are evidence-based drawing on available knowledge and past experience.	v
<b>Working with Others:</b> Manages relationships with key stakeholders by utilising a high level of understanding of own and other's behaviours. Develops relationships with key stakeholders. Influences key stakeholders on issues relevant to the organisation. Creates an environment which will enable delivery of shared policy outcomes.	iv
<b>Communication:</b> Promotes communication across the organisation. Negotiates to reconcile individual competing priorities. Communicates the organisation's priorities. Summarises complex information in an effective manner.	v
<b>Influencing and Persuading:</b> Ensures strategies to support a diverse workforce are implemented. Recognises and anticipates the needs of senior managers and government officials. Presents unpopular messages confidently. Varies style of communication to have maximum impact on audience. Influences to maintain a balance between individual motives and directorate/departmental requirements.	iv



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Integrates logic and emotion to construct and convey complex arguments in a face to face situation.	
<b>Dealing with Change:</b> Takes wide view of strategic needs. Directs and drives organisational change. Evaluates the impact of change on the organisation. Initiates attitudinal change across the organisation. Provides appropriate support mechanisms during a period of change.	v
<b>Continuous Improvement:</b> Keeps up to date with developments that affect SHG and anticipates what may affect it in the future. Creates an environment which allows people to improve the way they work. Creates an environment where employees and colleagues work to improve the way things are done.	iv
<b>Managing Resources:</b> Ensures resources are allocated and used to meet key priorities. Sets corporate directives and develops long-term strategies to achieve this. Ensures that others buy in to corporate goals and functions.	v



## PERSON SPECIFICATION

Criteria	Essential / Desirable	Application Form	Selection Process
<b>Qualifications:</b>			
Degree in economics, international development, public policy, or related field or equivalent level of demonstrable attainment	E	√	
Project or Programme Management Qualification (e.g. Prince2, MSP, Agile) or equivalent level of demonstrable attainment or experience	D	√	
<b>Knowledge &amp; Experience:</b>			
Significant experience working within an economic development field	E	√	√
Experience of successfully delivering an economic development work plan	E		√
Experience writing and implementing Policy and Strategy	E	√	√
Experience of strong leadership, inspiring others to deliver transformational projects and impactful results	E	√	√
Experience of successful management at a senior level and developing and leading high performing teams	E	√	√
Experience of managing organisational experts outside own professional area	D		√
Experience of analysing and interpreting information to develop solutions or solve problems	E		√
Successful experience of planning and implementing change	E	√	√
Experience of managing and controlling budgets, resources and funding	E	√	√
Awareness of personality type research and ability to use this to motivate a team who will have inherent differences in needs.	D	√	√
A sound understanding of the social, economic and political environment of the Public Service and working with staff groups	D		√
Experience of dealing with financial accountability and procurement systems (preferably in a public sector environment)	D	√	
<b>Skills and Abilities:</b>			
High level verbal, written and digital communication skills, sufficient to engage with employees, managers, elected members and partners	E	√	√



## PERSON SPECIFICATION

Excellent analytical skills with an aptitude for developing innovative solutions to complex issues	E		√
High level of interpersonal skills with the ability to inspire and manage team(s) and articulate the vision for the service	E		√
Excellent time management and planning and organisation skills	E		√
Confidence, resilience and ability to work under pressure	E		√
Can encourage the application of new ideas, contribute to strategic planning and manage change	E		√
The ability to influence, network and use professional judgement and diplomacy to make decisions	E		√
Capable of leading programmes, projects or initiatives, which have significant resources and strategic impact	E		√
<b>Other:</b>			
Willingness to work flexibly – some evening work may be required.	E		√
Committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.	E		√
Contribute to a positive working environment ensuring commitment to equality and diversity.	E		√

### Our Values

#### FAIRNESS

We act as role models and have fair and consistent standards. We champion equality, inclusion and respect.

#### INTEGRITY

We communicate openly and we are honest, accountable and ethical.

#### TEAMWORK

We work together and we support each other.

### Professional or Career Progression Cadre Competency Framework

*Add in here a Professional or Career Progression Cadre competency framework or reference an Appendix A and append details.*