

Role Profile

Job Title: Honda & Business Recovery Coordinator	Role Profile Number: BSN128
Grade: N Salary:	Date Prepared: 10-01-20
Directorate/Group: Economy Growth & Place, Business & Economy	Reporting to: Business & Economy Manager

Job Purpose

- Since the announcement of the 2021 closure of the Honda of the UK Manufacturing Ltd plant in Swindon, the Department for Business, Energy and Industrial Strategy (BEIS), Swindon Borough Council and a number of national and local partners have been working in partnership to secure the best possible outcome for the company; its supply chain; the workforce, the community; the sites; the surrounding area; and the economy.
- Swindon Borough Council coordinates local activity (on request of the previous BEIS Secretary of State) and acts as the main contact with Honda of the UK Manufacturing Ltd, the local supply chain and local and national partners.
- Up to 100 companies and organisations have a role to play in coordinating, planning and delivering activity to prepare for the closure.
- Under the direction of Swindon Borough Council's Chief Executive and the Cabinet Member for Economy and Place, the Business & Economy Manager has taken the lead role in coordinating local activity and holding the key relationships, with support from the B&E team and several Council colleagues.
- 5 Themed Task Groups have been established, reporting to a Coordinating Steering Group (chaired by the SBC CEO), plus many other meetings, communications and activity take place, which will only increase as the closing date nears.
- Alongside significant staff-time, Swindon Borough Council has committed £200,000 budget to support the Recovery Programme.
- Swindon & Wiltshire Local Enterprise Partnership (SWLEP) has applied for £2.7 million ESIF funding for business support with Swindon Borough Council and Wiltshire Council as delivery partners. Swindon Borough Council has committed £100,000 of its Recovery budget and an element of the staff-time (including some of this post holder's time) as match for the ESIF programme to provide

ring-fenced business start-up support for Honda and supply chain Associates and support for supply chain companies to diversify and grow.

- This post is match funding for the Swindon & Wiltshire ERDF SME Competitiveness Programme.
- This post holder will also have a varied role in supporting coordination of the Swindon Economic Recovery Programme, working with the Business & Economy Manager and team to effectively plan, coordinate, deliver and measure the impact of interventions.
- The post holder will also support the Business & Economy Manager and team in leading the wider recovery programme.

Key Accountabilities:

- Honda Recovery Programme:
 - Lead the development and delivery of efficient programme management tools to effectively plan, deliver and measure the outcomes of activity. Supporting the Task Group Leads in maintaining and sharing information within the tools.
 - Share the responsibility with the B&E Manager to manage the many stakeholder relationships: engaging partners; ensuring confidentiality agreements are in place; recording all important and relevant information (within GDPR regulations) and ensure actions are followed-up from all the Task Groups and partners.
 - Lead research around methods to analyse impacts of the closure and interventions, putting options to the Task Group Leads and B&E Manager and supporting adoption of the selected measures. Ensure that activity is recorded and create reports for the Coordinating Steering Group.
 - Work with the SWLEP SME Competitiveness administration team ½ a day per week to help deliver and monitor the Honda elements of start-up and scale-up support, including reporting back to the B&E Manager and Coordinating Steering Group and assisting with claims and reports.
 - Monitor and update the Recovery Programme Risk Register, reporting increased risks to the B&E Manager and Coordinating Steering Group.
 - Share attendance at the Groups with the B&E Manager, providing a central update and feeding back. Ensure that the Task Groups and other partners are coordinating activity to avoid duplication and gaps in provision and maintain communications between the Groups.
 - Prepare reports and other documentation as required, ensuring the B&E Manager and Comms Task Group Lead, checking with the B&E Manager and Comms Task Group Lead.
 - Create and present reports to the Coordination Steering Group, Task Groups, National Taskforce and other internal and external partners.
 - Manage internal and external inboxes, webpages, meetings and calls.
 - Ensure the B&E Manager is fully apprised of all activity, challenges and opportunities and in the B&E Manager's absence directly support the SBC CEO.
 - Monitor the Honda Recovery Programme budget, supporting the B&E Manager with procurement and paperwork and contract monitoring.
 - Share attendance at and presentations to internal and external meetings with the B&E Manager.

- Create and maintain and Action Log across the Recovery Programme, engaging key stakeholders in delivery and reporting activity.
 - Create and share timesheets for the ESIF Project for the SBC staff engaged in the programme.
- Swindon Economic Recovery Programme:
 - Support the B&E Manager and team in delivering elements of Swindon’s COVID Economic Recovery Plan, including:
 - Managing the Swindon tourism project and group
 - Supporting the COVID Business risk register and comms programme
 - Supporting TechSwindon
 - Supporting the team’s inward investment and business retention and expansion programmes
 - Supporting the Switch On To Swindon network and associated activity
 - Provide some office management support.

Supplementary Accountabilities:

- Appropriately represent the Council at internal and external meetings and events; sharing intelligence as far as confidentiality agreements allow with confidence.
- Support, oversee, and deliver key projects as identified by the Business & Economy Manager to achieve the team’s objectives.
- Collaborate by regular contact with a range of stakeholders; large and varying number of groups/individuals both internal and external to the Council.

Knowledge & Experience

Candidates must have substantial knowledge and experience in the following areas of business and will be required to provide evidence of this:

Essential:

- Demonstrable confidence in managing relationships and communicating with stakeholders at all levels.
- Excellent organisation and programme management skills, with significant experience.
- Experience in communicating confidently and professionally, both face to face (including at meetings and whilst giving presentations) and in writing.
- Experience in working within confidential environments.
- Skills and ability to work successfully, both using one’s own self-reliance and as part of a team.
- An analytical mind, demonstrating the ability to research and analyse information and distil it into manageable summaries.
- Experience of developing and maintaining an action log and risk register.

- Knowledge of local and national stakeholders, which would be engaged in the Recovery Programme including an understanding of their agendas.

Qualifications

- Prince 2 Project Management.
- A relevant degree or equivalent working experience.

Decision Making

- The post holder will at times need to think on their feet, sometimes under pressure, to make project decisions.

Creativity and Innovation

- The post holder will design programme management methods and tools and deliver them, taking advice from colleagues and desktop research.
- To work with the Business & Economy Manager in finding the most effective methods to deliver this complex, important programme.

<p><u>Job Scope</u> Number and types of jobs managed</p> <ul style="list-style-type: none"> • 0 <p>Typical tasks supervised/allocated to others</p> <ul style="list-style-type: none"> • Reporting to national partners, including Ministers 	<p>Budget Holder Responsibility</p> <p>Asset Responsibility:</p>	<p>No</p> <p>N/A</p>
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Contacts and Relationships

- Develop and maintain relationships with many local and national stakeholders including:
 - Colleagues
 - Councillors and Council meetings
 - Company and business support organisation representatives at all levels
 - Parish Councillors and meetings
 - Members of the public

Values and Behaviours

We strive to underpin our culture of being ‘At our Best’ through strong management and authentic leadership. This means getting the management basics right. We own and demonstrate accountability, both individually and collectively, and aim to get things right first time. Building on this we also expect everyone at SBC to demonstrate and live our organisational values and behaviours, by displaying:

- Accountability at all levels
- Customer care and pride in what we do
- Continuous learning and evaluation
- Valuing one another and the contribution each of us makes

Other Key Features of the role

A willingness/ability to work from a variety of locations and potential to work outside of normal hours, to be made up at other appropriate times. Potential for some minor manual handling e.g. brochures, exhibition equipment, etc.

Employee Signature:	Print Name:
Date:	
Line Managers Signature:	Print Name::
Date:	