

## APPENDIX 3

### CURRENT JOB DESCRIPTION FOR THE PORTFOLIO DIRECTOR

<b>Job Title:</b>	Portfolio Director
<b>Salary:</b>	
<b>Reporting to:</b>	Chief Executive, Cyngor Gwynedd (Employment aspects) Lead Chief Executive (Performance)
<b>Accountable to:</b>	The North Wales Economic Ambition Board
<b>Location of post:</b>	Sarn Mynach, Llandudno Junction

#### Job Purpose:

- To lead a collaborative team of representatives from key partners in the Economic Ambition Board to deliver upon its Growth Vision and Growth Deal for North Wales.
- To lead successful delivery of the agreed Ambition Board programme, achieving economic growth and unlocking government funding.
- To develop and maintain effective relationships with all stakeholders within the North Wales region, in Wales, and the UK.

#### Principal Duties and Responsibilities:

References below to the Economic Ambition Board also includes any Sub-Boards which may be established by them.

- To be accountable to the North Wales Economic Ambition Board for the development and delivery of their Growth Vision, providing advice and direction for the Board to maximise the potential to deliver sustainable and inclusive economic growth in North Wales.
- To provide advice and direction to the Economic Ambition Board on key strategies in support of the above, in particular transport, skills and employment, economic development and sector growth, digital infrastructure, and land use planning.
- To co-ordinate the development and delivery of the Growth Deal for North Wales.
- To be accountable for delivery of the programmes and projects within the agreed Growth Deal.
- To identify opportunities to promote the needs and potential of the North Wales region in order to influence Government policy and attract external funding to deliver the Growth Vision and Strategy.
- To be accountable for delivery of programmes and projects agreed outside of the Growth Deal to achieve wider Vision and Strategy.
- To work with public and third sector partners to maximise the benefit of the Growth Vision and Strategy, and Growth Deal for the foundation sectors of the region and for communities.
- To provide a senior point of contact for those external bodies seeking to engage with the Economic Ambition Board, including Welsh Government, UK Government, Local Enterprise Partnerships, and other Local Authorities outside the region.

- To ensure that issues within the purview of the Economic Ambition Board's remit (as identified in the Governance Agreement agreed between the 6 local authorities) are referred to it for a decision in a timely manner and with all the appropriate information it needs in order to reach an appropriate decision.
- To promote a joined-up and collaborative approach among key partners in the region to tackle key economic issues and capitalise on opportunities.
- To work closely with the business sectors in the region in order to identify opportunities to secure economic growth.
- To work in collaboration and in partnership with key officers from the UK Government and the Welsh Government to deliver the priorities of the Economic Ambition Board.
- To provide leadership and direction to the Executive Support Group and ensure that they work in accordance with the Governance Agreement and within the Host Authority's governance framework.
- To manage the dedicated Portfolio Management Office and ensure that they work in accordance with the Governance Agreement and within the Host Authority's governance framework.
- To ensure that the Economic Ambition Board has a robust programme plan supported by robust individual project management plans and that these plans are adequately resourced, delivered on time and to the agreed budget, referring any issues to the Economic Ambition Board as appropriate.
- To work with partners to ensure that dispersed projects and work streams are adequately resourced and hold them to account in delivering to agreed timescales, budgets and outcomes.
- To provide comprehensive performance monitoring data to the Economic Ambition Board.
- To provide comprehensive economic and demographic trend analysis, in collaboration with partners and the business sector, to inform longer-term strategic planning and the prioritisation of interventions by the Board.
- To ensure that a project plan and risk register is maintained and regularly reviewed and actions taken on any required mitigating actions in relation to those risks.
- To work closely with the Host Authority, in particular to develop budget proposals for consideration and agreement by the Economic Ambition Board and ensure that there is effective financial management and reporting to maximise the use of resources available.
- To co-ordinate the process of decision-making through the partner councils and other partner agencies where decisions are not fully within the remit of the Economic Ambition Board.
- To provide advice and direction to any Sub-Boards that the Economic Ambition Board chooses to establish, including the commissioning of specific tasks or projects.
- To regularly brief all Chief Executive Officers, Leaders and key partners in the region on challenges, progress and key issues.
- To ensure that there is a comprehensive and pro-active stakeholder engagement across partner agencies, Local Authorities, businesses and other key sectors.
- Ensure that the Economic Ambition Board has an effective communications strategy so that all stakeholders are able to understand the Ambition Board's ambition and priorities.