

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Tŷ Gwyrddfai Business and Development Manager
<b>REPORTING TO:</b>	Director of Policy and Delivery
<b>RESPONSIBLE TO:</b>	Tŷ Gwyrddfai Management Board
<b>DEPARTEMENT/ SECTION:</b>	Policy and Delivery
<b>SALARY (£):</b>	Grade 15 - £46,973 - £50,323

### MAIN PURPOSE OF THE JOB

#### What you'll do

We are looking for an experienced Business and Development Manager for Tŷ Gwyrddfai. The Business and Development Manager will be responsible for the successful planning, management and delivery of activities at Tŷ Gwyrddfai. You will also be responsible for developing and nurturing local and regional partnerships and networks, delivering the potential of this exciting, innovative and first of its kind decarbonisation hub in Wales.

You will oversee and manage the day-to-day operations of Tŷ Gwyrddfai. This includes delivering the Tŷ Gwyrddfai business plan; budget management; stakeholder management; policies and practices; line management of staff.

You will identify and manage new opportunities to expand the reach, offering and growth of Tŷ Gwyrddfai. This includes identifying and delivering grant opportunities; commercial opportunities; identifying and leading on projects to be delivered at Tŷ Gwyrddfai that deliver successful outcomes for the local economy.

Your work will underpin and support the work of key partners to enable the delivery of all key outcomes within the Tŷ Gwyrddfai business plan and ensure that Tŷ Gwyrddfai realises its potential.

#### What we're looking for

We are looking for a dynamic person to join our ambitious team to ensure the Tŷ Gwyrddfai business plan is delivered and provides significant benefits and opportunities for the local economy.

You will build on Adra's reputation as an innovative company who deliver a wide range of positive outcomes for our customer and communities.

You will excel in delivering a wide range of innovative projects and will have excellent business development skills and a sharp commercial mind.

You will have a natural ability to develop existing and new working relationships at a senior level that lead to delivering a range of opportunities at Tŷ Gwyrddfai.

You'll have strong leadership skills, be confident and approachable with excellent organisational and communication skills.

A confident decision maker and problem solver, you will be adept at working on your own, in a pressurised environment whilst having the ability to maintain and meet challenging deadlines.

With relevant experience you will have an established track record of working and delivering results in a similar environment.

### **KEY RESPONSIBILITIES**

Be an ambassador for Tŷ Gwyrddfai, embracing and delivering on its values and ambition under the strategic direction of the Tŷ Gwyrddfai Management Board.

Support the continued development of Tŷ Gwyrddfai and establish it as a unique decarbonisation centre of excellence for all visitors that supports individuals and businesses to meet and deliver the decarbonisation and climate challenge.

Work collaboratively with a wide range of stakeholders, fostering positive relationships, with a focus on developing the services offered and outcomes delivered at Tŷ Gwyrddfai.

Embrace and drive the growth and development ambitions of Tŷ Gwyrddfai by creating and nurturing new working relationships and identifying new innovative ways to maximise funding streams and income generated at Tŷ Gwyrddfai. These will be predominantly linked to the construction and decarbonisation sectors.

Lead as required on the identification, management and implementation of projects delivered at Tŷ Gwyrddfai.

Take full responsibility for the day-to-day management of Tŷ Gwyrddfai, working with our key partners to successfully deliver the Tŷ Gwyrddfai business plan to achieve the centre's vision and ambition.

### **PARTNERSHIP WORKING**

Build and develop long term mutually beneficial partnerships that contribute to the organisations vision and mission of Tŷ Gwyrddfai.

Work with and develop relationships with SMEs, suppliers and the local construction industry.

Develop existing partnerships to identify new opportunities and areas of improvement and development.

Ensure that significant social value is delivered within Tŷ Gwyrddfai by way of an innovative and collaborative approach including with local community partnerships and networks.

Work closely with the Head of Frameworks and Assets Manager to maximise the opportunities for collaboration with the supply chain.

Deliver a range of events including events that benefit local communities and businesses; events that generate income for Tŷ Gwyrddfai and events that raise Tŷ Gwyrddfai's profile as a decarbonisation centre of excellence.

### **GROWTH AND DEVELOPMENT**

Identify and secure various funding streams to ensure Tŷ Gwyrddfai's long term financial viability. This includes sponsorship opportunities.

Identify and deliver further opportunities to grow commercial income and to develop partner agreements that ensure the best possible use is made of the available space at Tŷ Gwyrddfai.

Identify and lead on a range of current and new projects delivered at Tŷ Gwyrddfai including sourcing grant funding to deliver these projects.

### **PERFORMANCE**

Act as the key contact for the operational performance and management of Tŷ Gwyrddfai. Deliver a service that demonstrates high levels of performance, cost effectiveness and value to all stakeholders.

Manage and monitor compliance including budgets; outcomes and performance; contracts and agreements with external partners and sponsors; stakeholder management.

Under the direction of the Management Board co-ordinate the delivery of various working groups, to include forward planning, commercial analysis and budgeting, project delivery and development.

No job description can cover every issue which may arise within the role at various times. In order to maintain an effective service, you may be required to undertake any other reasonable tasks, which is broadly consistent with those in this document as determined by your Director.

<b>PERSON SPECIFICATION</b>	<b>ESSENTIAL/ DESIRABLE</b>
<b>QUALIFICATIONS</b>	
Professional management qualification or demonstrable management experience	E
Project Management qualification	D
<b>EXPERIENCE, KNOWLEDGE AND SKILLS</b>	
Significant experience of working within a similar environment	E
Track record of management success of a large, diverse, multi stakeholder projects	E
Experience of fostering new strategic working relationships across organisational boundaries that have led to new, innovative business opportunities	E
Experience of driving performance improvements, operating within a performance management culture	E
Excellent people management skills, leading and managing a team, setting clear objectives and managing performance	E
Experience of applying for, successfully obtaining, and management of grant funding	E
Excellent understanding of how to influence and negotiate	E
Ability to prepare and present statistical and technical data with excellent attention to detail	E
Experience of delivering a range of projects that demonstrate successful outcomes	E
Experience of presenting to a wide range of stakeholders	E
Fully IT literate and proficient in Microsoft packages	E
Experience of working effectively and collaboratively with a diverse range of professions and partners	E
An understanding of the construction and decarbonisation sectors including the challenges and opportunities that exist	E
Event management experience including management and delivery of large events.	D
Fluent in both Welsh and English	E
Full, clean and valid driving license	E
Willing to travel and work across north Wales and work outside normal business hours at times	E