



## ROLE PROFILE

**Job Title:** Strategic Development Lead      **Department:** Strategic Development Directorate  
**Job Holder:** Vacant      **Date:** June 2019

### 1 MAIN PURPOSE OF THE ROLE

The post holder will lead the delivery of strategic development activity across the relevant Strategic Business Unit (SBU) and have accountability for realising growth aspirations. The post holder will facilitate all aspects of the development of new business, projects, tenders, funding applications and innovation in line with the organisation's strategic priorities for the SBU. Support the Head of Operations for the SBU as part of the matrix structure to enable continuous improvement and growth by providing insight and intelligence to inform future strategy.

### 2 SCOPE OF ROLE (Key Accountabilities)

- Lead a range of strategic development processes by supporting and writing investment proposals, complex tenders and funding applications in order to secure business, with accountability for successful growth across the SBU as set out in the 5 year strategic plan
- Identify and assess new development opportunities in line with organisation's strategy in order to growth and develop our impact across the SBU
- Proactively work to identify key new sectors and growth areas for the organisation and provide input for positioning to explore these opportunities
- Work positively and proactively with colleagues across the organisation to identify and cultivate developments, innovation and ideas to deliver sustained growth in line with strategic direction and increase the impact of the work that we do
- Support the evaluation and evolution of programmes to ensure strong strategic fit and maximum impact is being delivered for customers

As part of the matrix structure, the Strategic Development lead will:

- Working with Head of Operations (HoO) and wider team within the SBU to develop opportunities-service extension, innovation and new development. Liaise through a structure of weekly meetings to assess key priorities and actions
- Identify and assess opportunities through the highlighting live tenders, relevant investment opportunities (grants, funds, foundations) and wider opportunities through strategic relationships. Assess strategic fit, financial and resource viability and record outcomes for audit and review purposes. Next steps and further insight to be taken to the HoO and relevant colleagues for discussion.
- Work closely with Finance Business Partner to work through financial modelling and design through any new developments
- Gather information for the Finance Business Partner to assess performance against budget profile and ensure that key information is fed into this process. Use as insight for service extension and new service design

- Utilise the established Strategic Development processes to ensure alignment and viability of all propositions, as well as involving all key business functions and colleagues at the relevant stages
- Manage the implementation and handover process with operational colleagues to ensure a smooth and effective mobilisation of new programmes and activities
- Support colleagues in the design and development of new and innovative delivery models to provide solutions to issues faced through our customer groups, in line with our strategic priorities and development processes
- Act as a key member of the SBU to ensure on-going development and continuous improvement. Provide insight and support the evaluation of programmes to inform future strategy, as well as building an evidence base for new developments through research and the development of pilot programmes where applicable
- Liaise with PACT Business Partner to ensure insight into resource and personnel capacity
- Reporting on activity, progress and outcomes is a key part of the Business Partner function and will enable the HoO and other colleagues to get line of sight of activity and priorities
- Working with the wider Strategic Development Team to share progress and information
- Support the relevant policy and research work through the publication of positioning pieces, responses to consultations and appropriate attendances at key events/locations
- Support the relevant policy and research work specifically for the Strategic Business Unit through the publication of positioning pieces, responses and consultations and appropriate attendances at key events and meetings.

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### **3 EXPERIENCE, QUALIFICATIONS AND SKILLS LEVEL**

- Able to demonstrate the competencies required to undertake this post.
- Relevant experience of successfully developing and writing investment propositions
- Experience of bidding and writing complex tenders
- Educated to SVQ level 4 or ability to operate at this level with a broad range of relevant experience
- Excellent verbal, written and interpersonal skills
- Good understanding of the relevant policy and legislation across key areas of Wise Group delivery
- Highly proficient in the use of technology and key software packages
- Proven people management skills where appropriate
- Proven performance management skills where appropriate
- The ability to lead a team multi- task, prioritise a varied work plan
- Demonstrable knowledge and experience of operational delivery and/or specialist area
- Analytical and problem solving capability
- Able to work on own initiative and judgement to resolve problems independently

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### **4 ADDITIONAL REQUIREMENTS**

- Health, safety and wellbeing are key aspects of all posts and it is vital that the post holder has key responsibilities for promoting the health, safety and wellbeing of themselves, clients and colleagues
- Role model for Equality, Diversity and Inclusiveness
- Subject to appropriate security and background checks
- All Wise Group colleagues should exhibit environmental awareness and adhere to our ISO 14001 management framework
- Individuals are expected to behave in a manner that exhibits the Wise Group values of nurturing positive relationships, acting with integrity, driving growth and engaging through communication