

**CENTRE FOR LOCAL ECONOMIC STRATEGIES
JOB DESCRIPTION**

Position: Associate Director

Reports to: Chief Executive

Prepared: November 2017

MAIN PURPOSE OF JOB

To add new ideas, and practical policy action to the work of a vibrant organisation. Specifically, this senior role involves taking responsibility for securing, managing and delivering research, policy advice and consultancy activity, and ensuring membership services are delivered effectively.

MAIN DUTIES

Strategic management

- Work closely with the Chief Executive and Deputy Chief Executive and other team members to ensure the organisation achieves its strategic objectives
- Development of new policy ideas and relationships with a range of organisations
- External representation of CLES at external conferences and events

Work

- Take responsibility for securing, managing and delivering research, policy advice, consultancy and applied practice
- Build networks of funders and partners
- Coordinate and secure contracted work through soliciting and responding to invitations to tender (both formal and informal)
- Manage and work with other members of staff to ensure quality output
- Monitor the performance of work
- Deeply collaborate with other CLES staff, ensuring policy messages for wider CLES are co-produced and advanced

Human resources

- Line management duties for Senior Researchers and Researchers
- Recruit new staff when needed
- Monitor the performance of staff including workloads and capacity
- Undertake reviews and appraisals for staff
- Work with the Office Manager to ensure the implementation of appropriate HR policies

To undertake all other duties as may reasonably be required by the Chief Executive.

CLES actively welcomes applications from all sections of society. Our aim is that we are truly inclusive, and we are committed to a culture where diversity is celebrated.

This job description is current at the date given. However, in order to reflect organisational or procedural changes, it may be subject to variation by management, following consultation with the post holder.