



The Western Cape Economic Development Partnership, known as the EDP, is an independent, not-for-profit, collaborative intermediary that works with a range of partners to improve systems performance for improved and inclusive socio-economic development outcomes.

The EDP partners with leaders and institutions from different sectors – public, private, civil society, education and academia – to work together, to grow the local, metropolitan, regional and national economy, and to address complex system challenges.

The EDP seeks to fill the following vacancy, which is based in Gauteng or Cape Town:

Local Economic Development Programme Lead

Reports to: Operations Executive

Remuneration: Market related

Direct reports: Project staff, as required

Main Purpose of the Job

The Programme Lead (PL) is accountable for:

- developing and managing an EDP Programme/s.
- conceptualising, developing and managing projects.
- Preparing and managing project budgets.
- designing, facilitating and monitoring tailored partnering solutions within identified issues and/or areas as per the key EDP programmes and projects, in support of the EDP Business Plan.
- representing the EDP and upholding the EDP's reputation amongst all stakeholders and partners.
- initiating and developing relationships with public sector officials (at municipal, provincial and national level) that actively build the EDP's network and sphere of influence.
- proactively engaging with funders to establish relationships and develop business and a revenue pipeline.
- Identifying business opportunities and preparing funding proposals.
- working collaboratively with the EDP team.
- managing operational issues and project staff as required.
- developing strategic relationships with potential partners.

In undertaking this role, the PL operationally implements the mandate of the EDP, supports the EDP's Theory of Change and drives socio-economic transition processes nationally;

Job Context

- The EDP has been designed to coordinate the 'in between' space so that it can fulfil a collaborative, intermediary role of pulling diverse stakeholders and ideas together for implementation
- The EDP needs to be a catalyst for complex systemic change, driving effective and sustainable partnerships and business practices
- The Programme Lead is responsible for the operational implementation of collaborative partnering solutions across a designated province and nationally, driving operational delivery against the Business Plan
- The PL has a responsibility to undertake their role within the spirit of collaborative leadership and to demonstrate effective, collaborative, long-term partnering in the 'how' they go about implementing EDP projects and programmes
- The PL is required to be an expert in facilitating collaborative partnering solutions, but a generalist in terms of technical competence & experience within the broader public, private and civil society sectors. When necessary, the PL will research the content knowledge required for a particular programme
- Strong project and programme management skills are required and the ability to manage a variety of projects, key accounts, and key strategic project themes at the same time
- The PL requires a strong 'resourcefulness' focus, with an ability to 'mobilise' resources, skills and talents in order to deliver on a broad and complex mandate
- The PL requires strong self-awareness and self-management, and a recognition of the importance of interpersonal and facilitation skills, as well as diverse backgrounds and contributions. The role also requires a maturity and understanding of where one's individual contribution links to the overall vision and mandate of the EDP

Qualification & Experience

- Relevant tertiary qualification (Undergraduate Degree) or any equivalent qualification.
- Minimum - 4 years of experience in a minimum of 2 different and diverse working contexts, including business, academia, public sector or development sector with strong experience in project implementation and diverse, complex stakeholder management
- Minimum 3 years previous project management experience
- A background in establishing and running learning networks will be advantageous.

- Experience in working with issues of sustainability, material flows and natural systems will be advantageous.
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Key Skills and Knowledge

- Excellent and adaptive project management skills to apply to complex and diverse projects
- Manage and successfully deliver projects related to the EDP's ToC and its key programmes
- Demonstrated ability to build sustainable partnerships across a variety of stakeholders
- Skills in leading and managing a team
- Ability to prepare and manage project budgets
- Ability to identify and manage risk
- Identify, recommend and lead improvement initiatives for clients based on gaps, opportunities, client requirements, global trends and sector benchmarking
- Develop and implement projects for clients within a wide range of sectors
- Support clients to identify and articulate case studies, collect accurate data and ensure quality and timeliness of client input
- Write accurate and compelling content for projects purposes, knowledge products and EDP reporting and communications purposes
- Knowledge of broader national and global economic development trends
- Ability to develop a large network of mobile resources and partnerships to harness the required levels of skill, innovation and resources to meet a broad mandate
- Knowledge of relevant legislation, legal, compliance and risk management requirements
- Ability to perform and achieve set goals and outcomes in an environment with ambiguous operational parameters, complexities and broad challenges
- Prepare briefing material, presentations and reports for clients and EDP management
- Identify and support opportunities to communicate client case studies externally via various channels and materials
- Write and present business content in engaging format
- Design and facilitate multi-stakeholder processes and engagements

Key Performance Areas

Thinking & Acting Strategically

Contributes operationally to the development of EDP strategy

- Analyses and develops ideas for EDP programme and projects.
- Contributes to organisational strategy.

- Provides specialist advice and knowledge to colleagues, partners and other individuals and agencies to support the achievement of EDP objectives.
- Understands the conditions for effective partnership working.
- Understands and keeps up to date on wider issues at local and national level that may have an impact on the programme.
- Is proactive, benchmarks, applies best practice, and seeks service improvement.
- Systematically analyses stakeholders' information and feedback.

Operational Planning & Implementation

Develops operational plans, ensures plans are fully implemented, and monitors progress according to operational objectives.

- Prioritises workload to ensure everything is completed on deadline, and consistently delivers a high standard of work.
- Works productively and ensures that project delivery matches project budgets.
- Prepares and manages project budgets.
- Seeks to improve how resources are used.
- Monitors and evaluates programme and project impact.
- Contributes to achieving the EDP's Theory of Change.
- Develops budgets and monitors programme income and expenditure.
- Drafts and implements contingency plans.
- Where required to structure work of a team, ensures realistic timescales are set for both self and others.
- Contributes to the planning process with the broader team.
- Improves the governance capabilities of EDP partners to collaborate, learn and adapt.
- Establishes effective measures of progress against agreed expectations.
- Reports accurately and to deadline.
- Reports to the Operations Executive on a weekly basis, or as required.
- Engages and communicates with the CEO and the Management Committee regularly.

Effective Relationships and Networking

Uses internal/external networks and relationships to identify and develop opportunities which may be of relevance to the organisation and programme.

- Engages with EDP colleagues and contributes to projects and programmes that others lead.
- Creates network opportunities for the EDP team with interested parties.
- Develops business opportunities, conceptualises funding, prepares project proposals and establishes a pipeline of work.
- Develops relationships with funders and partners.

- Attends and participates in relevant engagements and represents and promotes the EDP and its programmes.
- Protects the integrity of relationships by not using influence inappropriately.

Innovation and Creative Thinking

Implements new programmes/processes.

- Keeps up-to-date with developments in EDP programme-related fields.
- Encourages and facilitates others to generate ideas.
- Works collaboratively and embraces innovation.
- Consistently thinks about an approach, process or service with the view to improvement.
- Strives to continuously improve performance.

Effective Communication

Communicates persuasively and confidently both to external and internal groups/stakeholders.

- Speaks authoritatively on EDP practice, own area of expertise and is credible with partners/colleagues.
- Ensures systems are in place to communicate relevant information to others either within own department/team or to other groups, or to colleagues.
- Is a persuasive communicator.
- Presents succinct, well-balanced information written and oral, with clear outcomes.
- Encourages a positive environment for constructive challenge and feedback.
- Creates an environment where people are encouraged to communicate openly.
- Shares relevant information concerning strategic / long term plans with colleagues/own team.
- Develops proposals and reports in a style and language necessary to guide, inform, and/or persuade in line with the organisation's protocol.

Governance

- Adheres to all EDP systems, policies and expectations.
- Contributes to the review of policies and procedures to improve programme outcomes.
- Upholds the EDP values at all times.
- Manages and mitigates risk.

Key Competencies

EDP Specific Competencies:

Building competencies of collaborative leadership demonstrated through:

Self-awareness → **Self-Management** → **Social Awareness** → **Relationship Management**

- Understanding and communicating the bigger picture
- Creating a compelling vision that motivates participation and commitment
- Sharing the EDP values
- Working in partnership with diverse organisations
- Fostering a sense of joint ownership and collective responsibility
- Seeing win-win solutions
- Encouraging input and participation
- Translating divergent perspectives
- Embracing diversity

Role Specific Competencies:

Key Technical Competencies:

- Programme and project management
- Operational planning and management
- Strategic planning
- Business development
- Programme and project conceptualisation
- Stakeholder and community engagement
- Competencies of collaborative Leadership
- Process design and facilitation
- Economic analysis
- Good understanding of on-line engagement tools
- Content generation
- Writing
- Facilitation
- Computer expertise
- Public speaking

Key Behavioural & Leadership Competencies:

- Relationship management
- Self-management
- Collaboration, coaching, advising, consulting
- Mobilising, networking, influencing
- Diplomacy and negotiation
- Conflict resolution
- Competencies of collaborative leadership and teamwork
- Problem solving
- Communication
- Self-awareness

Key Personal Attributes

- Collaborative leadership - using a values-based approach
- Integrity
- Social conscience
- Commitment and resilience
- Excellence
- Courage
- Translating divergent perspectives
- Inclusiveness
- Embracing Diversity