



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 Cape Town:***

### **Project Lead**

**Job Title:** Project Lead

**Reports to:** Operations Executive

**Direct Reports:** Project staff, as required

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### **Main Purpose of the Job**

The Project Lead is accountable for 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. In undertaking this role, Project Lead operationally implements the partnering mandate of the EDP, driving the socio-economic transition processes in the Western Cape Region and nationally.

### **Job Context**

- The EDP has been designed to coordinate the 'in between' space so that it can fulfill 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 Project Lead is responsible for the operational implementation of collaborative partnering solutions across the Western Cape and nationally, driving operational delivery against the Business Plan
- The Project Lead 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 Project Lead 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 Project Lead will research the content knowledge required for a particular project.
  - Strong project and project 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 Project Lead 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 Project Lead 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
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### **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**

- Demonstrated ability to build sustainable partnerships across a variety of stakeholders
- Manage and deliver advisory projects including sustainability assessment and strategy, reporting, stakeholder engagement, programs, green building
- Identify, recommend and lead improvement initiatives for clients based on gaps, opportunities, client requirements, global trends and sector benchmarking
- Develop and implement Sustainability business strategy plans for individual clients within a wide range of industries
- 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 sustainability reporting projects
- Knowledge of the Western Cape and Broader South African 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
- Skills in leading and managing a small, but specialised team
- Excellent and adaptive project management skills to apply to complex and diverse projects

- 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
- Ability to prepare and manage project budgets
- Serve as the central point of contact between Sustainability Knowledge Group and clients
- Prepare briefing material, presentations and reports for clients
- Identify and support opportunities to communicate client case studies externally via various channels and materials
- Write and present business content in engaging format

## **Key Performance Areas**

### **Effective Relationships and Networking**

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

- Understands the conditions for effective partnership working.
- Speaks authoritatively on own area of expertise and is credible with partners/colleagues.
- Creates network opportunities for own department/team with interested parties to exchange information with others.
- Attends and participates in relevant committees and represents and promotes the project and programme
- Protects the integrity of relationships by not using influence inappropriately.

### **Stakeholder Focus**

Systematically analyses stakeholders' information and feedback.

- Understands and keeps up to date on wider issues at local and national level that may have an impact on the project and programme.
- Is proactive, benchmarks, applies best practice, seeks service improvement.
- Ensures systems are in place to communicate relevant information to others either within own department/team or to other groups, or to colleagues.
- Manages the process of reviewing policies and procedures to improve project outcomes.

### **Planning & Organising**

Contributes to the development of operational plans, ensures plans are fully implemented, monitors progress according to operational objectives.

Seeks to improve how resources are used.

- Prioritises workload to ensure everything is completed to the agreed standard, monitors progress.
- Monitors project and programme income and expenditure.

- Drafting and implementation of 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.
- Establishes effective measures of progress against agreed expectations.

### **Innovation and Creative Thinking**

Implements new programmes/processes.

- Keeps up-to-date with developments in own field.
- Encourages and facilitates others to generate ideas.
- 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.

- 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.

### **Thinking & Acting Strategically**

Contributes operationally to the development of strategy in own area of responsibility.

- Analyses and develops ideas for the plans of the Project and network.
- Develops operational work plans for Project and network
- Provides specialist advice and knowledge to colleagues, partners and other individuals and agencies to support the achievement of objectives.

### **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 organizations
- 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:**

<p><b>Key Technical Competencies:</b></p> <ul style="list-style-type: none"> <li>• Project and project management</li> <li>• Budget preparation and management</li> <li>• Operational planning and management</li> <li>• Multiple stakeholder engagement</li> <li>• Selling the vision</li> <li>• Competencies of collaborative Leadership</li> <li>• Enterprise development</li> <li>• Community engagement</li> <li>• Economic analysis</li> <li>• Good understanding of on-line engagement tools</li> <li>• Preparation and management of project budgets</li> </ul>	<p><b>Key Behavioural &amp; Leadership Competencies:</b></p> <ul style="list-style-type: none"> <li>• Facilitation, coaching, advising, consulting</li> <li>• Mobilising, networking, influencing</li> <li>• Negotiating</li> <li>• Conflict resolution</li> <li>• Self-managed</li> <li>• Competencies of collaborative leadership and teamwork</li> <li>• Problem solving</li> <li>•</li> </ul>
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**Key Personal Attributes**

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