

LEP Management & Coordination

LEP Management Team

Director (1 FT)	Delivery of strategy & operational Programme across the LEP; Provide LEP national govt, stakeholder, business interface; Lead strategy development; Support Chair, Board & sub-groups to develop, deliver, monitor strategic business & financial plans. Reporting to Chair and Board.
Partnership Manager (1 FT)	Support for strategy development & govt, stakeholders and business liaison; Management of work programme & partnership day to day operations. Reporting to Director.
Project Officer (2 FT)	Project Development; Delivery of SEP work prog processes; Inward Investment/UKTI liaison & business development; supporting project GPF/Investment Fund delivery and priority group work eg agri-tech, tourism. Reporting to Manager.
Partnership Administrator (1 PT)	P'ship admin duties relating to enquiries, invoicing, website & Database management; support for admin of SEP work prog processes. Reporting to Manager.
EZ Managing Director (1 PT; 3 day/wk)	EZ Programme Development & Delivery. Reporting to HEZ Board.
ERDF Technical Assistance (2 PT; 7 day/wk)	EU Funding advice & guidance; project and programme development. Reporting to LEP Funding Forum.
Identified Officer	Accountable Body Finance: Financial programming, management & monitoring support to LEP. Reporting to Director.
Identified Officer	Accountable Body Governance: Management of Joint Committee & Scrutiny & Accountability. Reporting to Director.
Procured Services	PR & Communications Work for LEP incl. HEZ. Reporting to LEP/HEZ Director.

See Staff Costs

LEP- LA Service Level Agreement arrangements centred on function/role to be undertaken