

CASTLEFIELD RECRUITMENT

  
**Hull and East Yorkshire**  
Combined Authority

# Programme Director – Economy & Investment

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Candidate Pack

December 2025

# Job Description

<b>Post Title</b>	Programme Director – Economy & Investment
<b>Salary Band</b>	£90,000– £115,000
<b>HEYCA Grade</b>	7
<b>Contract Type</b>	Permanent
<b>Reporting to</b>	Executive Director of Strategy, Devolution & Operations
<b>Service Areas</b>	Strategy, Devolution & Operations Directorate
<b>Political Restrictions</b>	Yes: This post is politically restricted under the Local Government and Housing Act 1989, as amended by Local Democracy, Economic Development and Construction Act 1989 and the post holder may not have any active political role either in or outside of work, specifically may not hold political office
<b>Line Management Responsibilities</b>	Yes: <ul style="list-style-type: none"><li>• Economy and Investment Teams</li></ul>

## Primary Purpose of Post

This post will take programme responsibility for and leadership of, the Economy and Investment teams and be accountable for the successful delivery of:

- Implementation and ongoing development of the HEYCA Local Growth Plan.
- Strategic sectoral support programmes for growth driving sectors including:
  - Targeted investment and growth acceleration
  - Skills pipeline development (in collaboration with Programme Director for Skills, health and employment)
  - Cluster development
  - Trade and innovation promotion
- Support programmes for growth potential and enabling sectors.
- Infrastructure investment.
- Innovation, trade and investment.

The postholder will also support the Strategic Leadership Team in delivering HEYCA's organisational vision and values to support and link with other programmes of work across the organisation.

# Job Description

## Corporate Responsibilities

- Support the Strategic Leadership Team in driving forward the key objectives for the Combined Authority.
- Set the Strategic Direction for your programmes of work and cascade to staff.
- Represent HEYCA at a strategic level for your programmes of work and maintain relationships with key stakeholders.
- Take responsibility for making the vision and strategy a reality.
- Clearly link the vision to outcomes that cascade to their teams.
- Act as an ambassador for the organisation at a senior level.
- Set the pace for the drive and determination to deliver.
- Monitor and provide clear, balanced and constructive feedback on individual performance and take action to deal with performance issues.
- Develop and maintain effective working relationships with the Mayor and elected Members, working to foster a positive and productive interface between the Mayor, Members and officers across the constituent authorities.
- Build, nurture and maintain effective relationships with local, regional and national partners to optimise the Combined Authority's strategic objectives.
- Undertake any other duties commensurate with the role. Some additional functions may be incorporated into this role description as the new organisation is established.

## Role Responsibilities

- Lead the planning and successful operational delivery of all economy and investment programme area functions.
- Development and implementation of economy and investment related shared priorities with Government as a central element of the Growth Plan.
- Work closely with the Department for Science, Innovation and Technology and UK Research and Innovation (UKRI) to explore opportunities for closer long-term collaboration in strengthening local innovation capacity.
- Work with the UK Infrastructure Bank to increase infrastructure investment by partnering with the private sector to help tackle climate change and support regional and local economic growth.
- Ensure HEYCA and the region's economic strengths and investment opportunities are effectively represented and promoted at a local, regional, national and international level.
- Positive collaboration with the Executive Director of Strategy, Devolution and Operations, the Mayor and other members of the Strategic Leadership Team.
- Effective leadership and management of the Economy & Investment teams.

# Personal Specification

Criteria	Description	E = Essential D = Desirable
Qualifications	<ul style="list-style-type: none"> <li>Professional leadership or other relevant qualification from a professional body.</li> <li>Educated to degree level or equivalent professional experience in the relevant field.</li> </ul>	D  E
Experience and Knowledge	<ul style="list-style-type: none"> <li>In-depth understanding of economic development and investment and governance in the public sector.</li> <li>Comprehensive knowledge of legislation, regulations, and best practices related to economic development and investment activities, including Industrial Growth strategy.</li> <li>Strong understanding of sector development to accelerate growth ideally in sectors relevant to Hull and East Yorkshire.</li> <li>Strong understanding of the challenges related to economic and social exclusion and isolation across a mixed urban and rural population.</li> <li>Strong understanding of the political environment locally, regionally and nationally and the principles and ambitions of the Devolution agenda.</li> </ul>	E  E  E  E  E
Skills, Abilities and Personal Attributes	<ul style="list-style-type: none"> <li>Excellent leadership and strategic thinking abilities, with a proven track record of delivering results.</li> <li>Strong analytical skills, capable of interpreting and presenting complex data effectively.</li> <li>Excellent influencing and negotiation skills, with the ability to build consensus across diverse stakeholders.</li> <li>Proficient in transport management and governance, ensuring alignment with organisational and statutory requirements.</li> <li>Collaborative approach to leadership, fostering teamwork and shared accountability.</li> <li>Commitment to innovation, inclusivity, and continuous improvement.</li> </ul>	E  E  E  E  E  E

# Personal Specification

Criteria	Description	E = Essential D = Desirable
Commitment and Behaviour Competencies	<ul style="list-style-type: none"> <li>• We do it when we say we will.</li> <li>• We aim for excellence.</li> <li>• We keep people informed.</li> <li>• We strive to learn and develop.</li> <li>• We give and receive constructive feedback and act on it.</li> <li>• We treat others with respect and dignity at all times.</li> <li>• We will behave compassionately to our colleagues, teams and the people we serve.</li> <li>• We will be open and honest in a respectful manner.</li> <li>• We will maintain confidentiality.</li> <li>• We will ensure compliance with Corporate Governance procedures, procurement regulations and the Data Protection Act.</li> <li>• We will behave according to the Employees' Code of Conduct.</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>

**Note:** This Job Description is not exhaustive, and employees will be expected to undertake other responsibilities commensurate with the seniority of the post.

# Benefits

## Annual Leave

Your annual leave entitlement depends on your continuous service date as shown in the table below:

- Threshold Days per Annual Leave Period
- Initial days per annual leave period (wte) 28
- Upon reaching 5 years' continuous service\* (wte) 30
- Upon reaching 10 years' continuous service \* (wte) 33

In addition, you are entitled to eight national public holidays plus two extra statutory days. Where your contractual hours are less than 37 hours per week, your entitlement to annual leave and public holidays is calculated on a pro rata basis.

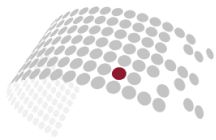
The annual leave year period is from 1 April to 31 March. You must take any outstanding leave to which you are entitled before your employment is terminated. Only in exceptional circumstances will payment be made.

New employees of the Combined Authority shall be entitled to annual leave proportionate to the completed months of service during the leave year of entry, that is 1/12th of full entitlement for each completed month of service and thereafter on a normal scale (e.g. commenced 10th June: leave entitlement for that leave year is 9/12ths of total annual entitlement – July to March inclusive). Fractions of a day must be rounded up to the next full day.

## Pension

If you have a contract of more than 3 months duration, you will automatically become a member of the Local Government Pension Scheme (LGPS), unless you have completed and returned an opt-out form which is available from [www.erpf.org.uk](http://www.erpf.org.uk) or the Pensions Team on 01482 394113. If you have a contract of less than 3 months, you may choose to join the LGPS and should obtain an opt in form from [www.erpf.org.uk](http://www.erpf.org.uk) and send to Employment Services (Transactional), Room BG19 County Hall Beverley HU17 9BA. You should read the guide to the LGPS that gives you information on the benefits available to you.

In addition to contractual enrolment into the LGPS, the Combined Authority operates the Government's Automatic Enrolment regulations.



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# Get in Touch

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