

# JOB DESCRIPTION

**Powered by innovation, empowering enterprise, rooted in Dorset**

**Job title:** Managing Director

**Indicative package:** £90,000 per year salary (25 days annual leave, stakeholder pension scheme)

**Security clearance:** The successful candidate must hold or be willing to pass and maintain SC clearance.

## Context

The Dorset Innovation Park company is being established to oversee the successful management and development of the Dorset Innovation Park Enterprise Zone, to drive business growth and support economic prosperity in the local economy with a focus on the defence and security sector. The company is wholly owned by Dorset Council which has strong ambitions for the Park and wishes to instil a more commercial focus to drive innovation and change to ensure business growth and job creation on the Park.

## Job purpose

The Managing Director (MD) will be responsible for the overall strategic direction, operational management, and successful delivery of the Dorset Innovation Park Enterprise Zone (the Park), driving economic growth and job creation on the Park and in the wider regional economy.

## Key responsibilities

Strategic Leadership:

- Lead the company by example, showing evidence of integrity and honesty, demonstrating a full commitment to personal and professional values.
- Develop and implement a comprehensive strategy for the Park, aligning with regional and national economic objectives.
- Develop and implement an annual business plan for the Park in collaboration with the Board for approval by the Council.

Stakeholder Management: Build and maintain strong relationships with key stakeholders, including Dorset Council (as sole shareholder), MOD, businesses, tenants, investors and community representatives.



**Business Development:** Attract investment, promote the Park to potential businesses, drive sales and rentals and support the growth of existing businesses within the Park.

**Project Management:** Oversee the planning, implementation and delivery of infrastructure projects and development schemes within the Park.

**Environmental, Social and Governance (ESG):** Promote and integrate environmental, social and governance values in all aspects of the Park's strategy and operations, ensuring sustainable development and ethical leadership aligned with Dorset Council's wider aims.

**Skills Development:** Champion local skills development by working with education providers, training organisations and employers to ensure the Park supports upskilling, apprenticeships and pathways into employment for the local workforce.

**Financial Management:** Manage the Park's limited budget effectively, ensuring value for money and achieving financial targets.

**Performance Monitoring:** Track and evaluate the performance of the Park, identifying areas for improvement and ensuring ongoing success.

**Team Leadership:** Lead and motivate a team of professionals, providing clear direction and support to achieve organisational goals.

**Compliance:** Ensure all activities are compliant with relevant regulations and best practices.

**Governance:**

- Be a board director and work closely with the Chair and board of directors to establish and maintain effective governance structures.
- Ensure that board decisions are implemented efficiently and effectively.
- Provide regular reports and updates to the board, ensuring informed decision-making.
- Support the board in fulfilling its responsibilities, including financial oversight and risk management.
- Support the board in fulfilling its responsibilities to the Council as sole shareholder and landowner.

In addition to the above, this role will be expected to:

- Undertake regular training and development required to fulfil the role to a high standard.
- Adhere to our policies, procedures and standards as published.
- To uphold and embody Dorset Innovation Park Limited's values and behaviours in all that you do.



NB: The duties and responsibilities of this post are not restrictive, and the post holder may be required on occasion to undertake other duties. This will not substantially change the nature of the post.

### **Supervision and management**

Reporting to: Chair of Dorset Innovation Park Limited

Responsibility for: employees to include, Head of business development, Head of programmes, Estate manager (operational), Business manager.



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# PERSON SPECIFICATION

Your application will be assessed based on your demonstration of how you fulfil the following criteria; you should include clear examples of how you meet these criteria within your application form and during the assessment process.

## Essential

Essential criteria are the minimum requirement for the above post and will be assessed through a combination of your application form, assessment and interview (as specified below). We'll also use references to confirm that you meet the criteria for this role. We will require evidence of the qualifications, training or registrations listed below.

Experience	Assessed through:
1. Proven leadership experience at a senior level, ideally in a high-growth, commercially focused environment such as economic development, innovation, or the defence/security sector.	Application form
2. Demonstrable experience developing and delivering business strategies, with strong financial and commercial insight.	Application form
3. Experience of delivering change within a collaborative stakeholder environment, driving economic growth and job creation.	Application form
4. A track record of building effective relationships with clients, investors, public sector bodies and partners.	Application form
5. Experience overseeing business development and infrastructure or property-based projects.	Application form
6. Experience working with local authorities and other stakeholders.	Application form
7. Experience of governance and risk oversight at a senior or board level.	Application form
8. Experience managing budgets and using data to inform commercial and operational decisions.	Application form
<b>Knowledge, skills &amp; abilities</b>	
9. Excellent communicator with the ability to influence, negotiate and inspire across diverse audiences.	Interview Assessment



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10. Strong commercial acumen with the ability to evaluate, assess and manage risk.	Interview Assessment
11. Strong sales, networking and promotional abilities.	Interview Assessment
12. Highly competent in planning, evaluating and executing commercial and strategic initiatives.	Interview Assessment
13. Strong financial management skills.	Interview Assessment
14. Confidence using digital tools and platforms to drive operational efficiency and communication.	Interview Assessment
15. Ability to interpret and use data and evidence to support strategic and operational decision-making.	Interview Assessment
16. Visionary and innovative thinker with the ability to inspire and motivate others.	Interview Assessment
17. Commitment to economic development and a passion for helping businesses grow.	Interview Assessment
18. Collaborative and inclusive leadership style.	Interview Assessment
19. Demands high performance of self and colleagues, working positively and effectively.	Interview Assessment
20. Highly motivated and results oriented.	Interview Assessment
21. Ability to work under pressure and meet deadlines.	Interview Assessment
22. Challenges and confronts conflict, brokering solutions to make progress.	Interview Assessment
23. Acts as champion and role model, putting the organisation's needs first and upholding goals and decisions, even when it is difficult to do so.	Interview Assessment
24. Supports others to work together to develop solutions, avoiding blaming others when things go wrong.	Interview Assessment



## Desirable

Desirable criteria will be used in the event of multiple applicants meeting the minimum essential requirements and if applicable, will be assessed through a combination of your application form, assessment and interview (as specified below). We'll also use references to confirm that you meet the criteria for this role. We will require evidence of the qualifications, training or registrations listed below.

<b>Experience</b>	<b>Assessed through:</b>
25. Experience of public / private collaborative business models.	Application form
26. Exposure to Defence / Security sectors.	Application form
27. Experience of leading on large and complex projects from inception through to successful delivery.	Application form
28. Experience working in innovation spaces, enterprise zones or similarly dynamic economic development environments.	Application form
<b>Knowledge</b>	
29. Understanding of process of land sales and development.	Application form Interview Assessment

