Job Description

Post Details	
Post Title: Assistant Director Commercial Investment	
Grade: 15	**Post Number:**
Directorate: Economy and Place	**Service Area:** N/A
Responsible To: Joint Director Economy and Place	**Responsible For:** Staff in Economy Directorate
Disclosure:	**Base:** Civic Centre Pontypool, General Office Ebbw Vale.
The position is politically restricted within the provisions of the Local Government and Housing Act 1989 as prescribed in the Local Government Officers (Political Restrictions) Regulations 1990.	
Job Evaluation ID:	**JD updated:** Mar 2026

Job Purpose

The Joint Assistant Director - Commercial Investment is a senior joint leadership role operating across Blaenau Gwent and Torfaen Councils within the federated structure. Reporting to the Joint Director of Economy & Place, the postholder provides strategic leadership for investment, commercial partnerships, corporate property and asset management, capital programmes, and the enabling "growth economy" functions that support inclusive prosperity.

Working with two political administrations and a wide partnership landscape, the role translates corporate priorities into deliverable investment strategies, programmes and commercial approaches that maximise value, strengthen long-term resilience and contribute to improved wellbeing and reduced inequality (including through Marmot-informed practice).

The role provides strategic leadership over a complex, multi-million-pound investment and capital portfolio spanning both councils, including economic investment, regeneration, corporate property and asset management, destination development, skills-related investment and associated enabling functions.

The postholder leads and influences a substantial multi-disciplinary workforce and oversees significant external funding and commercial partnerships, ensuring that investment decisions are financially robust, well-governed and deliver measurable economic, social and place-based outcomes.

Principal Accountabilities and Responsibilities

As a senior joint role within the Economy & Place Directorate, the postholder is accountable for:

Principal Accountabilities and Responsibilities

- Strategic Investment Leadership (across both councils)
  - Setting the strategic direction for investment activity across both councils, ensuring alignment with corporate plans and the Joint Director's strategic direction.
  - Translating corporate ambition into actionable, investable programmes and propositions that deliver inclusive growth, community benefit and long-term sustainability.
- Commercial and Partnership Strategy
  - Leading the development and management of commercial partnerships that unlock co-investment, accelerate delivery and increase social value.
  - Positioning both councils credibly with regional and national partners (including government and regional bodies) to maximise investment, influence and opportunity.
- Asset and Property Stewardship
  - Providing strategic leadership for asset management and corporate property functions to optimise value, reduce risk, support service delivery and enable investment outcomes.
  - Ensuring corporate property decisions balance financial return, service need, place outcomes and community benefit.
- Capital and Programme Delivery Assurance
  - Commissioning and assuring major capital projects and investment programmes (property, infrastructure, regeneration and community assets), ensuring strong governance, delivery confidence and benefits realisation.
  - Embedding sustainability and decarbonisation expectations into investment and capital activity, consistent with corporate objectives and place outcomes.
- Governance, Risk, Performance and Democratic Accountability
  - Maintaining robust governance, risk management and performance reporting across the investment and commercial portfolio
  - Ensuring that all investment, commercial and capital activity is undertaken in accordance with statutory, regulatory and fiduciary requirements, including compliance with relevant property, financial, health and safety and safeguarding duties. The postholder is accountable for maintaining appropriate assurance, audit readiness and professional standards across the portfolio, providing confidence to senior leadership and elected members in both councils.
  - Providing clear assurance and high-quality professional advice to the Joint Director, elected members and scrutiny functions in both councils.
- Community Benefit and Inclusive Decision-Making
  - Ensuring investment decision-making and programme design are informed by community need and stakeholder insight, supporting participatory approaches where appropriate.
  - Ensure that investment and commercial activity delivers clear community benefit and social value, balancing financial return with inclusive outcomes. This includes strategic leadership of destination development, skills-related investment and business-facing initiatives within the portfolio, aligning these functions with wider place-making ambitions and long-term economic resilience.
  - Ensuring investment programmes contribute to thriving places and reduced inequality, consistent with Marmot-informed intent.
- Working Corporately

Principal Accountabilities and Responsibilities

- Contribute to corporate transformation and cross-council alignment, strengthening consistency and coherence across the federated structure.
- Represent both councils within relevant regional, professional and sector networks, enhancing reputation and credibility for investment and delivery.
- Champion a “one organisation” approach within the directorate, enabling effective joint working, resource sharing and collective accountability.
- Lead a coordinated approach to system and service improvement across the investment, commercial and asset portfolio, strengthening consistency, efficiency and outcomes across both councils. This includes identifying and sponsoring opportunities for digital innovation and the responsible adoption of data-driven tools, automation and artificial intelligence to improve decision-making, programme delivery, asset management and customer experience, while ensuring appropriate governance, ethical use, transparency and risk control.

Principal Responsibilities

- Strategy, Programmes and Delivery
    - Lead the development and implementation of the councils’ investment and commercial delivery plans, ensuring a clear line of sight from corporate priorities to investable programmes.
    - Sponsor and oversee delivery of major capital programmes and projects, ensuring quality, time, cost and benefits are actively managed.
- Asset Management and Corporate Property
    - Lead the development and delivery of an asset management approach across both councils, ensuring robust governance, performance and long-term stewardship.
    - Ensure property compliance and risk controls are effective across the portfolio (working with relevant statutory and professional leads).
- Commercial Partnerships and Investment Leverage
    - Develop and manage strategic partnerships with public, private and third-sector organisations to unlock co-investment and accelerate delivery.
    - Maximise strategic relationships and outcomes through regional and national programmes and partner bodies, securing funding and influence.
    - Provide client-side leadership where development/delivery partners are engaged, ensuring performance, value for money and reputational protection.
- Community Benefit and Place Outcomes
    - Ensure investment and commercial activity delivers clear community benefit and social value, balancing financial return with inclusive outcomes.
    - Lead approaches to destination development and skills-related investment activity where these sit within the portfolio, aligning to wider place ambitions.
- Performance, Reporting and Scrutiny
    - Establish and maintain clear performance frameworks for the portfolio, including programme, financial and benefits tracking.
    - Provide regular reports and briefings to the Joint Director, senior leadership and elected members across both councils, supporting transparent scrutiny and decision-making.
- Financial Stewardship

Principal Accountabilities and Responsibilities
- Manage revenue and capital budgets and associated external funding streams, ensuring compliance with funding conditions, robust controls and value for money. • Resilience and Emergency Response - Undertake defined tactical responsibilities during emergency situations, contributing to multi-agency arrangements where required.

Resources/Equipment/Material

The postholder has responsibility for the strategic stewardship and effective deployment of:

- Significant revenue and capital resources, including multi-year investment and capital programmes, substantial external funding streams and a diverse corporate property and asset base across both councils.
- Revenue and capital budgets, including multi-year investment and capital programmes across both councils.
- External funding and grant programmes, ensuring compliance, assurance, reporting and benefits realisation.
- Corporate property and asset base, including investment property, operational estate and development-related assets (working with professional statutory functions as required).
- Major capital projects and investment programmes, including commissioned design, construction and professional advisory services.
- Commercial partnerships and delivery arrangements, including development partners and co-investment agreements.
- Professional and technical resources, including in-house specialist teams and externally commissioned expertise (e.g., commercial, legal, finance, property, programme management).
- Corporate systems, data and performance information supporting investment governance, asset management, programme assurance and reporting.

Supervision/Management of People

The postholder will:

- Provide visible, values-led leadership to managers and teams across the joint investment and commercial portfolio, creating a high-performing, accountable and collaborative culture.
- Lead and develop senior managers, ensuring clear objectives, performance expectations and delivery discipline are in place.
- Ensure effective workforce planning across both councils within the portfolio—aligning capacity, skills and structures to strategic priorities and delivery demand.
- Lead teams through change, transformation and complex programme delivery, maintaining engagement, clarity, wellbeing and pace.
- Promote a positive and inclusive workplace culture and maintain constructive employee relations, including appropriate engagement with trade unions and staff representatives where required.

- Ensure managers and staff understand and operate effectively within a democratic governance environment, including appropriate engagement with elected members and scrutiny
- Address senior people-management issues fairly and consistently, in line with joint policies, values and professional standards

Special Working Conditions

- The post holder may from time to time be required to work outside of normal office hours and will need to be available and responsive to emergency, non–routine (and potentially sensitive) events.

Person Specification

Position Title: Assistant Director Commercial Investment	Date: Mar 2026
For office use only	
Shortlisted By:	
Name of Candidate:	Date:

Please note you will need to meet the essential criterion to be invited for interview.

Requirements	Selection Method		
	Essential or Desirable	Score	Tested at Interview and/or Application Form
Education/Qualifications/Knowledge			
1.1 Educated to a degree level, or equivalent relevant experience.	E		Application Form
1.2 Proven experience in leading strategic investment programmes in public or commercial sectors, making a positive economic impact.	E		Application Form
1.3 Strong understanding and experience of commercialism, investment placemaking, capital project delivery, financial modelling, and risk management.	E		Application Form
1.4 Demonstrated commitment to partnership, community empowerment and participatory governance.	E		Application Form
1.5 Knowledge of the Marmot framework and its application in local government investment planning.	D		Application Form
1.6 Understanding of Welsh, UK and international public sector investment frameworks, strategies and funding streams	E		Application Form
Experience			
2.1 Experience in local government or economic development.	E		Application Form and Interview
2.2 Significant experience of successful leadership within regeneration/economic development, and property/estates delivering tangible/commercial benefits and outcomes for communities.	E		Application Form and Interview
2.3 Evidence of successful resource and financial management, including evidence of the resolution of conflicting priorities, formulating budgets, procurement, applying rigorous monitoring and control procedures and maximisation of available income/grants.	E		Application Form and Interview
2.4 A record of success in communication and engaging with a wide range of internal and external bodies, building partnerships and productive working relationships and positively promoting organisational reputation and interests.	E		Application Form and Interview
2.5 Demonstrable success in managing and motivating teams to achieve significant, sustainable service	E		Application Form and Interview

improvements and outstanding results, with experience of developing and sustaining a culture that harnesses the strengths and talents of employees at all levels.			
2.6 Evidence of success in building and enhancing the reputation of an organisation with external bodies and the media..	E		Application Form and Interview
2.7 Evidence of championing successful change management within a complex and demanding environment; developing, leading and implementing strategies and change programmes to secure continuous service improvement, successful outcomes and significant operational and service changes.	E		Application Form and Interview
2.8 Evidence of establishing and leading a strong performance culture and effective performance and service quality evaluation that involves users in driving up standards and performance.	E		Application Form and Interview
2.9 A track record of working effectively within a political environment, providing clear and balanced advice and guidance on strategic issues to achieve service objectives	E		Application Form and Interview
Skills and Abilities			
3.1 Ability to operate successfully within a political environment and work closely with elected members	E		Interview
3.2 Excellent oral and written communication skills.	E		Interview
3.3 Ability to work successfully with a wide range of stakeholders to develop, communicate and gain ownership of a shared vision and direction.	E		Interview
3.4 Ability to develop effective working relationships with the local community; focussing on their needs whilst being able to develop practical and creative solutions to service and corporate problems	E		Interview
Personal Attributes			
4.1 Ability to deliver results within tight financial limitations and conflicting priorities	E		Interview
4.2 Ability to promote the Council, its reputation and status at a regional and national level.	E		Interview
4.3 Ability to establish a culture that promotes diversity and prevents discrimination	E		Interview
Circumstances			
5.1 Full driving licence and access to a vehicle for work purposes.	E		Application Form
Total Short-Listing Score			

Score key: 0 = Not Met Criteria 1 = Fully Met Criteria