****

**Job Title: Programme Officer - Global and Investment**

**Location:** Midlands based

**Contract:** Local government terms and conditions, full time & permanent (or secondment) subject to government funding

**Post reference:** POSN011701

Are you looking for an exciting and diverse role that will allow you to make a significant impact on the economic development of the Midlands region? The Midlands Engine Partnership is seeking a dynamic and experienced individual for our team. You will play a key role in driving the Midlands Engine Partnership ambitions to increase inward investment and support the region’s internationalisation including trade, visitor economy and diplomacy.

As the Global & Investment Project Officer, you will be at the forefront of developing and delivering a wide range of projects that are central to the growth and success of the Midlands Engine Partnership. You will collaborate with a network of partners, including Local and Combined Authorities, Government, Investment Promotion Agencies, universities, and business groups.

If you are passionate about making a difference and eager to contribute to the success of the Midlands Engine, then this is the role for you. Join us in this exciting journey and together, we will drive the economic growth and prosperity of the Midlands region.

**About the Midlands Engine Partnership**

The Midlands Engine Partnership is a unique and powerful collaboration, bringing together a breadth and depth of expertise, investment and commitment from across the region. Each partner is already focused on driving inclusive and sustainable growth of the regional economy. Together, we make sure the Midlands voice is heard and act as a positive agent for economic, social and environmental change, to benefit every single part of our region.

The role of the Partnership is to add value to and amplify this existing work, delivering even greater impact and value through the power of our Partnership.

We do this through shared intent, collaborative investment and a strong, unified voice direct to private sector decision makers and investors – and to government and shadow government stakeholders whose priorities and agendas can create tangible opportunities for our region.

Our Vision

The Midlands is a region of pioneering minds, thriving industry, great beauty, inspiring heritage and incredible people. Our region is a place of vibrant cities, bustling towns, flourishing rural areas and welcoming communities. From Shropshire in the west to Lincolnshire in the east, from Derbyshire in the north to Herefordshire in the south, we are the beating heart of the UK.

The Midlands Engine convenes a wide range of partners, from small businesses and universities to global multinationals, public sector bodies and government agencies, bringing voice and vision to the Midlands. We provide crucial focus and connection so that, together, we can act now with commitment and purpose to drive economic prosperity for the nation and for the benefit of our region’s places, people and future. And now, we’re looking for dedicated, skilled people to be part of that future.

**About our team**

The work of the Midlands Engine secretariat is driven by our desire for a better future for the Midlands. We embrace a set of core values that guide every aspect of our teams work, with these values at our core, we are dedicated to working with partners across the Midlands to enable a brighter and more secure future for our region.

The Midlands Engine secretariat has collectively agreed a set of team values driven by a shared purpose to create a lasting impact, as a team we:

* Co- craft and collaborate with partners to create compelling narratives, to shape investment and policy decisions.
* We ask `*what’s our impact*?` To ensure every action we take has significance.
* Seek out and communicate opportunities so we provide economic and social security for the Midlands, strengthening the position of the Midlands within the UK.
* Simplify complexity, offering clear insights into economic opportunities, empowering our partners to realise and articulate opportunities for growth.
* Apply a true partnerships approach, enabling partners in taking forwards opportunities themselves, offering support for the co-creation of solutions.

With these values as our driving force, we are dedicated to taking the Midlands toward a future of prosperity for our region.

**About the role**

This is a diverse and important role within the Midlands Engine. You will operate at high levels to develop and deliver diverse projects core to achieving the Midlands Engine ambitions of increasing inward investment and other international activities (trade, visitor economy and diplomacy).

This will be achieved by working closely with the Head of Global and Investment and a wide-ranging network of partners across the region’s Local and Combined Authorities, Government, Investment Promotion Agencies, universities, and businesses. This role is offered full time and we can be flexible about where you are based. Our team meets in person once a week on a Tuesday in Nottingham and there will be occasions where you need to travel to support events.

The application deadline is **17.00 on the 24 November 2023**. Interviews will be held in person in our Nottingham offices in the week commencing **Monday 4 December 2023.** We welcome applications from all candidates regardless of their background.

If you are passionate about policy development, partnership working and would like to work with a dynamic and growing team, please submit your **CV and cover letter** outlining your relevant experience and how you would contribute to the Midlands Engine Partnership's successto Johanna.Lane@midlandsengine.org

Reporting Relationships

Responsible to: Programme Delivery Lead, Global and Investment

Responsible for: Not applicable

**Key Accountabilities**:

Support the planning and delivery of various Global & Investment projects, including working with a range of senior stakeholders across sectors and partner organisations to organise events, commissions and strategic plans. Taking responsibility for particular elements (within the appropriate timescales and available resources) and directing the contribution of colleagues and partners.

Deliver specific projects relating to the ongoing curation and expansion of the Midlands Engine Investment Portfolio, ensuring the information presented is accurate and developing new content in support of partners and investors.

Build effective working relationships and provide high quality advice and support to Leaders, external partners and stakeholders and responsibility for delivering innovative approaches to platform & present the region domestically and internationally, working with partners to benefit from identified opportunities, such as through agglomerating regional investment propositions, and other international activity.

Co-ordinate the meeting management arrangements including agenda management and minuting of meetings for Midlands Engine governance boards and other opportunities as might be appropriate. Prepare reports, briefings and papers, and undertake research and present visuals / text with a high degree of accuracy / visual impact for partner meetings where required.

required

Establish a network of contacts and sources (including partners and the Midlands Engine Observatory) to gather intelligence on local, national and international global & investment trends and initiatives, using experience of investment and/or international working to relate them to the Midlands Engine context in order to identify value-add opportunities.

Undertake a quality assurance role in monitoring and reporting on Global & Investment commissions and projects, providing oversight of ongoing work and milestone progress against the business plan.

Contribute to a culture that delivers results through continual improvement and organisational development, putting our partners first and acting as required.

The content of this Job Description and Person Specification will be reviewed on a regular basis.

**Person Specification**

|  |  |  |
| --- | --- | --- |
| **Minimum Criteria for Disability Confident****Scheme \*** | **Criteria** | **Measured by**A=assessed at ApplicationI=assessed at InterviewT=assessed through Test |
| **employer_small****employer_small** | **Qualifications/Professional membership*** Educated to degree level or equivalent and/or extensive experience in the relevant work areas.
* Desired project management qualification (e.g. Prince2 or equivalent)
 | AA |
| **employer_small** **employer_small****employer_small** **employer_small** | **Knowledge and Experience*** Experience of project planning, delivery and management
* Desired experience of working internationally and/or in an investment context
* Knowledge of investment strategies and public and private sector funding opportunities
* Experience of developing and delivering successful projects against a wider strategy
* Experience of using data to identify trends, gaps and opportunities, including developing solutions and related projects.
* Experience of initiating and developing joint working/partnerships that are purposeful
* Experience of working in partnership with internal and external agencies and large complex organisations
* Experience of handling conflict and managing sensitive issues to achieve positive outcomes at all levels within the organisation.
* Experience of developing positive relationships with relevant stakeholders
* Evidence of leading and motivating others including giving clear direction and exemplifying the values and behaviours required.
* Experience of managing time across multiple priorities
* Desired experience of managing budgets
 | A/IA/IA/IA/I/TA/IA/IA/IA/IA/IA/IA/I |
| **employer_small** **employer_small****employer_small** | **Skills*** Project management and organisational skills, with experience of working to tight deadlines in order to meet challenging targets, whilst maintaining good attention to detail
* Excellent data skills including analysis and use of data and evidence in developing proposals and decision making.
* Excellent IT skills including use of web content management systems, social media, plus standard word processing, spreadsheet.
* Excellent influencing, persuading and negotiating skills able to enthuse others to contribute towards achieving organisational success.
* First class verbal and written communication skills demonstrating clarity of thought and ability to process complex information.
* Able to lead a service to a diverse range of partners, colleagues, etc to promote good relations and equality.
* Ability to create an environment of trust, fairness and openness.
* Ability to strengthen the role of the Midlands Engine by inspiring partners towards actions to achieve the delivery of their plans.
* Ability to shape services to address priorities and to integrate and align services with complimentary activities across the partnership.
* Ability to manage time effectively and prioritise according to need.
* Ability to lead in a business focused way within complex political, administrative and multi-agency processes to initiate change.
* Ability to create and instil a shared vision, values and an organisational climate for success within the service and the wider organisation.
* Ability to work on own initiative and lead a team, to secure commitment to the implementation, delivery and monitoring of work.
* Ability to work as part of a team, and willing and able to contribute positively and flexibility, as might be needed, to a dynamic team on a rapid growth trajectory through a time of exciting organisational change.
* Proven negotiation skills together with the ability to build sound relationships with senior stakeholders and make sound financial decisions.
* Ability to contribute to the Midlands Engine profile and reputation at a national and international level.
* Strong interpersonal skills, able to build successful relationships across a range of colleagues and stakeholders.
* Ability to work outside normal office hours.
* Ability and willingness to travel both inside and outside the Midlands area as required.
* Ability to work from home when required.
* Committed to own development.
* Honesty and integrity

This post is designated as a casual car user. | A/I/TA/TI/TI/TA/I/TII/TI/TIIA/IA/IA/IA/IA/IIA/IAAAAA |

**** If a disabled person meets the criteria indicated by the Disability Confident scheme symbol and provides evidence of this on their application form, they will be guaranteed an interview.

We are proud to display the Disability Confidence Symbol, which is a recognition given by Job Centre Plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention, and career development of disabled people.

If you need a copy of this information in large print, Braille, another language, on cassette or disc, please ask us by contacting **Gayle.Aughton@midandsengine.org**

**Shared Services on 01905 947446**