

Job Title: Project Support Officer

Grade: 7

Our Vision

A county where big ambitions, great connections and greener living give everyone the opportunity to prosper, be healthy and happy

Our Outcomes

Everyone in Staffordshire will:

- Have access to more good jobs and share the benefit of economic growth
- Be healthier and more independent for longer
- Feel safer, happier and more supported in their community

Our Values

Our People Strategy sets out what we all need to do to make Staffordshire County Council a great place to work, where people are supported to develop, the Strategy to ensure that the focus is on what is important to the organisation and the people it serves:

- Ambitious – We are ambitious for our communities and citizens
- Courageous – We recognise our challenges and are prepared to make courageous decisions
- Empowering – We empower and support our people by giving them the opportunity to do their jobs well.

About the Service

The Business and Enterprise Service of Staffordshire County Council sets the strategy and direction and creates the conditions for growth in Staffordshire's £18 billion diverse economy.

The Business and Enterprise team oversees a broad range of services along with other parts of the County Council's Economy, Infrastructure and Skills Directorate including:

- The operation of our Enterprise Centres to enable our businesses and the wider economy to thrive
- Funding advice and wider support to encourage new business start-ups, innovation, and opportunities for a more sustainable economy
- Setting the direction and vision of our visitor economy on behalf of the Staffordshire Destination Management Partnership
- Planning Policy and Regulation work to shape the direction of future growth in Staffordshire and the management and safe operation of our minerals and waste resources
- Physical Regeneration Projects revitalising Staffordshire's communities and creating the conditions for growth for Staffordshire's businesses and investment support activities to encourage new investors and facilitate local businesses to grow
- A County Farms service offering tenant farm opportunities for new entrants to the farming sector or for those looking to expand their current businesses

This post will be placed within the Funding, Business & Enterprise team and will be responsible for providing support to the Programme and Funding Manager for the delivery of schemes within the Funding, Business and Enterprise team.

Reporting Relationships

Responsible to: Programme & Funding Manager

Responsible for: N/A

Key Accountabilities

To provide principal support to the Programme & Funding Manager with all aspects of the day-to-day management, co-ordination and delivery associated with start-up support activities supporting economic growth across Staffordshire. This post will be responsible for:

1. Supporting the development and delivery of business start-up support applications including all aspects of the day-to-day management, co-ordination and delivery activities associated with business loan applications & applications to the Get Started / Get Started & Grow scheme
2. Developing, maintaining and enhancing electronic and paper-based record-keeping systems to ensure compliance with all requirements and conditions of start-up support
3. Preparing relevant information including reports, charts & graphs & participate in County Council project management team meetings and working groups associated with projects regarding the above.
4. Participating in local partnership meetings and events promoting start-up support opportunities, requiring independent travel to and from events when necessary.
5. Supporting the communication of relevant advice and guidance to County Council Directorates and partner organisations on start-up support activities delivered.
6. Preparing relevant project publicity in line with start-up support including PR and media articles.
7. Establishing, maintaining and enhancing links with other partners' funding and support activities to exchange ideas, information and best practice.

8. Maintaining budgets for the start-up loan & Get Started scheme via the My Finance system & raising purchase orders, invoices etc to ensure timely repayments of loans etc.
9. Provide advice and guidance to potential project applicants and clients regarding the start-up schemes & general business start-up advice.
10. Undertake such other duties as may be appropriate from time to time in accordance with the experience, training, knowledge and grading of the postholder.
11. To be aware of and observe County Council and departmental policies, regulations and procedures, in relation to all activities of the directorate, including health and safety responsibilities contained within the departmental health and safety document.

Professional Accountabilities

The post holder is required to contribute to the achievement of the Council objectives through:

Financial Management

Personal accountability for delivering services efficiently, effectively, within budget and to implement any approved savings and investment allocated to the service.

People Management

Engaging with People Management policies and processes

Equalities

Ensuring that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

Climate Change

Delivering energy conservation practices in line with the Council's climate change strategy.

Health and Safety

Ensuring a work environment that protects people's health and safety and that promotes welfare, and which is in accordance with the Council's Health & Safety policy.

Safeguarding

Commitment to safeguarding and promoting the welfare of vulnerable groups.




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

Person Specification

A = Assessed at Application

I = Assessed at Interview

T = Assessed through Test

Minimum Criteria for Disability Confident Scheme *	Criteria	Measured by
	Qualifications/Professional membership <ul style="list-style-type: none"> • Appropriate degree or equivalent or other relevant experience 	A/I
	Knowledge and Experience <ul style="list-style-type: none"> • Extensive knowledge of established regeneration activities and appropriate sources of external funding • Experience in working with external bodies e.g. District Councils or Local Partnership Groups, Government Departments etc. • Experience in participating in local partnerships to secure funding • Experience of project development and working with multi-disciplinary teams • Extensive knowledge and experience of monitoring budgets and audit procedures • Knowledge of external funding and public sector administration systems 	A/I A/I A/I A/I A/I A/I
	Skills <ul style="list-style-type: none"> • Information technology literacy • Financial reporting, experience and ability to navigate finance systems • The ability to work effectively under pressure and manage a variety of tasks simultaneously • To be able to communicate effectively both orally and in writing • Self-understanding and commitment to personal and employee development • Highly developed people and communication skills • The job holder must have a full current driving licence and demonstrate a willingness to be flexible and to travel within the Programme area and occasionally other locations across the region • Ability to attend evening meetings as required by the programme from time to time. <p>This post is designated as a casual car user</p>	A/I A/I A/I A/I A/I A/I A/I A/I



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 **Liberata Employee Services Team on 01905 947446**