Job Title: Economic Growth Projects Officer  
Grade 10

GRADE xx

Our Vision

We have a clear vision for Staffordshire - an innovative, ambitious and sustainable county, where everyone has 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
* Live in thriving and sustainable communities
* Be healthier and more independent for longer

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, flourish and contribute to our ambitious plans. Our values are at the heart of 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 for growth in Staffordshire’s £18 billion diverse economy and 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
* Our ambitious £380m Economic Growth Programme to create the conditions for growth for Staffordshire’s businesses and communities
* 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

Reporting Relationships

Responsible to: Head of Economic Growth and Delivery

Responsible for: N/A

Key Accountabilities:

1. Support the Head of Economic Growth and Delivery, the wider Business and Enterprise team and other parts of the County Council to successfully lead, manage, develop and deliver a portfolio of projects which contribute to economic growth and undertake related research as guided by the Head of Economic Growth and Delivery.

2. Lead on developing business cases for new and emerging economic development and regeneration projects to build up a pipeline which can secure project investment and funding.

3. Identify and access funding opportunities for Economic Growth projects and other programmes to maximise Staffordshire County Council’s financial resources for successful delivery.

4. Establish, develop and maintain good working relationships with partner organisations, developers and other key stakeholders to encourage enhanced two-tier working activity and successful delivery.

5.Commission, appoint and monitor external consultant and other professional expert support services to ensure the delivery of priority projects.

6. Undertake effective monitoring and evaluation of priority projects and programmes to monitor progress against relevant key performance indicators and outcomes to demonstrate return on investment and provide lessons learned for proposals.

7. Interpret data and evidence to identify priority areas and opportunities for investment within the Economic Growth and Delivery Team and for the activities of the wider Business and Enterprise Team.

8. Matrix manage members of staff as required, to deliver agreed objectives, ensuring a high-performance and empowering culture as part of a healthy and high performing team.

9. Represent and act as an advocate for the service by attending and where relevant, leading meetings with partners and other organisations to ensure the successful delivery of projects.

10. Undertake such other duties and responsibilities as may be allocated from time to time in accordance with the grading and nature of the post.

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

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| **Minimum Criteria for Disability Confident**  **Scheme \*** | **Criteria** | **Measured by** |
| **employer_small** | **Qualifications**  -Educated to degree level or evidence of equivalent professional experience of working in an Economic Development, Economics, Surveying, Planning or related Built Environment Discipline | A |
| **employer_small**  **employer_small** | **Knowledge and Experience**  -Detailed knowledge of local economic development issues/activities and a working understanding of commercial property  -Proven experience in the development of Business Cases to secure investment and funding for economic development and regeneration projects  -An extensive understanding of collecting, analysing and interpreting socio-economic and other data required to underpin successful economic regeneration projects  -Proven experience of engaging multiple partners/stakeholders across a variety of sectors  -Proven experience of undertaking and commissioning external consultant support  - Demonstrable experience and understanding of project management and project monitoring processes  - A high degree of computer and ICT literacy and associated experience in the effective use of relevant industry standard software  -Ability to communicate with and clearly articulate ideas with other people  -Significant experience of writing clear and concise reports to senior officer and elected member audiences  -Experience of presenting, speaking and acting as an external facing representative | A/I  A/I  A/I/T  A/I  A/I  A/I  A/I/T  A/I/T  A/I  A/I/T |
| **employer_small** | **Skills**  -Effective interpersonal and influencing skills to build effective relationships with businesses, colleagues, partners and stakeholders  -The ability to work effectively under pressure and manage a wide variety of tasks with minimal supervision.  -The ability to work effectively with a wide range of businesses and senior / executive officers.  -Exhibit a high degree of professionalism and confidence.  -Analytical with attention to detail.  - a commitment to delivering first class customer service.  -Effective written and oral communication skills with the ability to effectively and confidently articulate informationto colleagues and partners  -Ability to attend evening meetings as may be required from time to time  This post is designated as a casual car user | A/I  A/I  A/I  A/I/T  A/I/T  A/I  A/I/T  A/I |

**employer_small** 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**

**Shared Services on 01905 947446**