

Job Title: Business Support Officer

Grade: 9

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, growth 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

Reporting Relationships

Responsible to: Environmental Support Manager

Responsible for: N/A

Key Accountabilities:

To provide principal financial and project management support to the Environmental Support Manager with all aspects of the day-to-day management, co-ordination, project planning and delivery associated with business support activities supporting economic growth across Staffordshire.

This post will be responsible for:

1. Responsible for the authorisation of payments to contracted partners and businesses following a devised, robust protocol for checking, monitoring and verification of claims to ensure compliance with funding programme regulations, contracts and service level agreements.
2. Horizon scanning and engaging with suppliers to the Staffordshire Net Zero Economy, developing an online supplier platform for marketplace development and identifying gaps.

3. The financial management, co-ordination and programme delivery of UK funded Business Support projects (around our 18 month – 3 year rolling funding programme) which support Staffordshire’s economy.
4. Develop and manage positive working relationships with external and internal partners responsible for the delivery of the project and activities directly under contract and establishing, maintaining and enhancing links with partners, sharing information and best practice.
5. Profiling spend, predicting variances, reviewing performance and negotiating revisions to budgets and project target outputs to meet reporting and contracted commitments. Collation of evidence of delivery, ensuring compliance with contracts and funding agreements.
6. Assist with the writing and production of business cases and reports to support the development of projects by collating relevant economic & skills data and information.
7. Commissioning of contracts with suppliers and delivery partners in support of the project.
8. Prepare and undertake pre-audit checks to ensure compliance with contractual conditions. Lead and provide full responses to internal and external audit undertakings.
9. Organise and participate in periodic meetings in line with project commitments and events promoting skills and business support opportunities.
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.

This post is designated as a casual car user

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 antidiscriminatory 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
	<p>Qualifications/Professional membership</p> <ul style="list-style-type: none"> Degree level / relevant qualification or demonstrable equivalent academic ability or appropriate experience in an environmental discipline 	A
   	<p>Knowledge and Experience</p> <ul style="list-style-type: none"> Relevant demonstrable experience in Climate Change, environment or other related work. Extensive knowledge and experience of monitoring budgets, working with complex accountancy and funding systems Experience of programme and project management and partaking in audit procedures. Knowledge of externally funded programmes, rules, compliance, audits Experience in writing reports and presentations for public meetings and committees Experience of successfully building and managing credible stakeholder relationships with managers and staff from varying professional backgrounds and organisations Ability to deal with a range of issues and conflicting demands linked to testing or tight deadlines Knowledge of business support organisations, processes and procedures. Methodical with a attention to detail 	A/I/T

	<ul style="list-style-type: none"> • Experience of financial management of programmes and adherence to contractual obligations • Experience in the use of Microsoft Office Suite, IT systems and ability to manage accounts • Experience in manipulating and analysing data 	
	<p>Skills</p> <ul style="list-style-type: none"> • Effective Interpersonal Skills • Effective budget management skills • Ability to form part of effective multidisciplinary teams • Effective organisational skills • Effective planning, monitoring and reporting skills • Consultative, negotiating and partnership skills • Very good verbal and written skills – • Confidence and ability to work with minimum supervision • Positive attitude and resilient to setbacks • Ability to build good working relationships • Assertive and acts in a professional manner at all times • Commitment to excellence and quality • Commitment to continued professional development 	<p>A/I</p>



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 **Talent and Resourcing Team on 01785 278300**