

# Business and Enterprise Programme Officer

## Grade: 10

### **Our Vision**

An innovative, ambitious and sustainable county, where everyone has the opportunity to prosper, be healthy and happy.

### **Our Outcomes**

We want everyone in Staffordshire to:

- 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 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 the Stoke on Trent & Staffordshire Growth Hub
- 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

## **About the Role**

This post will be responsible for the management of specific programmes and projects, plus providing funding advice to those within the County Council and partners with the intent to manage programmes of business support. They will work with other Programme Officers and provide support to the Programme and Funding Manager.

## **Reporting Relationships**

**Responsible to: Environment Support Manager**

**Responsible for: N/A**

## **Key Accountabilities:**

1. Leading and being responsible for a varied portfolio of business support projects and external funding programmes at a district, county, and sub-regional level. This work will involve Government Departments, funding agencies, and other public, private, or voluntary sector partners as well as managers from the County Council.

2. Management and responsibility of specific programmes to reflect the strategic and organisational need.
3. Leading and being responsible for the day to day initiation, co-ordination, and delivery of complex bids to UK funding programmes to support economic growth strategic priorities and regeneration projects.
4. Supporting individuals, SCC departments and external partners to ensure financial compliance with Government regulations, mitigating financial risk and protecting the County Councils reputation.
5. Representing the County Council's interests at meetings with funding agencies, government departments and a range of other public, private and community sector partners.
6. Overseeing financial management and audit processes as required by the organisation and external funding bodies.
7. To establish, maintain and enhance links with other partners' funding programmes, to exchange ideas, information, and share best practice to support the County Council and its partners' economic growth priorities.
8. Undertake such other duties as may be appropriate from time to time in accordance with the experience, training, knowledge, and grading of the postholder.

### **Other Information**

This post is designated as a casual car user

The post holder will need to meet the travel requirements of the role locally / regionally.

The nature of the work may require attendance at evening meetings as required by the programme from time to time

### **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
	<b>Qualifications/Professional membership</b> <ul style="list-style-type: none"> <li>Degree/ Level 5 qualification, or equivalent experience in business and finance.</li> </ul>	A
  	<b>Knowledge and Experience</b> <ul style="list-style-type: none"> <li>Experience of project development and working collaboratively with multi-disciplinary teams.</li> <li>Extensive knowledge of established regeneration activities and appropriate sources of government and public sector funding.</li> <li>Experience in working with external bodies e.g. District Councils or Local Partnership Groups, Government Departments etc.</li> <li>Experience in participating in local partnerships to secure funding.</li> <li>Extensive knowledge and experience of monitoring budgets and public sector UK Government audit procedures.</li> <li>Knowledge of external funding and public sector administration systems.</li> </ul>	A/I A/I A/I A/I A/I A/I
	<b>Skills</b> <ul style="list-style-type: none"> <li>Information technology literacy.</li> <li>The ability to work effectively under pressure and manage a variety of tasks simultaneously.</li> <li>To be able to communicate effectively both orally and in writing</li> <li>Self-motivation and commitment to personal development.</li> <li>Highly developed people and communication skills.</li> </ul>	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

Talent & Resourcing Team 01785 278300