**Job Description**

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| Job Details |
| **Development Officer** |
| **Grade** | Grade 9 |
| **Directorate** | Economy Infrastructure and Skills |
| **Service** | Culture, Rural and Safer Communities |
| **Grading Panel Date** | 20/09/2024 |
| **Job ID** | 70000839/G09/CAS |

**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 the people of Staffordshire.
• 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.

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| About the Service |
| Environment & Countryside is responsible for the management and development of Staffordshire County Council's country parks and green spaces, 4500 km of statutory public rights of way and the associated definitive map. We provide high quality environmental advice and champion the conservation of Staffordshire's natural and historic environment and the management of environmental data. The service hosts the Cannock Chase National Landscape Partnership and is leading development of a Local Nature Recovery Strategy for the area. |

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| About the Role |
| Working closely with managers in the service, this role will support the development of key service areas to achieve service improvement and efficiency. It will do this by undertaking research, identifying and evaluating options, developing systems and processes and commissioning feasibility work. They may also develop and manage contracts and leases, draft reports and liaise with stakeholders. The role will require specific knowledge and experience relevant to a particular work area. |

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| Reporting Relationships |
| Responsible to: | Development Manager / Rights of Way Manager |
| Responsible for: | n/a |

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| Key Accountabilities |
| Working with the relevant manager, support the development and improvement of the service by undertaking research, benchmarking, developing surveys, analysing data and identifying and appraising options for service improvements. |
| Draft operational policies, procedures and processes, with input from colleagues, to support service delivery and improvement. |
| Commission and procure feasibility and operational work, including the development of procurement frameworks. Support the management of contracts, leases and licences through liaison with contractors / tenants, gathering / providing data, discussing / developing proposals, monitoring delivery, liaising with colleagues internally, general financial management and reporting. |
| Support the development of funding bids through research, project development and bid drafting. |
| Manage projects to support development of the Environment & Countryside Service, including reporting, monitoring and evaluation. |
| Liaise with key stakeholders, including internal colleagues, partner organisations, tenants and service users, and manage relationships to ensure effective customer service. |
| Provide timely and accurate advice and information to colleagues and stakeholders and support effective and efficient customer service. |
| Undertake any other duties commensurate with the role which support the development of the service. |

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| Other Information |
| This post is designated as a Casual car user. |
| No Political Restriction. |
| The post holder will need to meet the travel requirements of the role locally and regionally. |
| The role may be required to work evenings or weekends on occasion with time off given in lieu. |

**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.

**A = Assessed at Application**
 **I = Assessed at Interview**
 **T = Assessed through Test**

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| Person Specification |
| **Qualifications/Professional Membership** |
|  | A | Degree or equivalent experience in a relevant discipline |
| **Knowledge and Experience** |
|  | A/I/T | Knowledge and understanding of legislation, policy and practice within the required subject area. |
|  | A/I | Knowledge and experience of financial and contract procurement and management. |
|  | A/I | Significant knowledge and experience of project management. |
|  | A/I | Experience of process mapping and development and developing operating systems and procedures. |
|  | A/I/T | Experience of undertaking research, data and evidence gathering, analysis and interpretation. |
|  | A/I/T | Experience and proven track record of producing reports, presentations and funding bids to a high standard. |
|  | A/I | Experience of working with multi-disciplinary teams, partner organisations and stakeholders. |
| **Skills** |
|  | A/I | Organised and flexible approach to ensure projects are delivered to time and budget requirements. |
|  | A/I/T | Ability to gather, manage, analyse and interpret data and evidence. |
|  | A/I/T | Effective interpersonal and communication skills, both in person and through written material. |
|  | A/I | Highly motivated and able to work effectively on your own and with others. |
|  | A/I | Effective ICT skills relevant to project management including basic GIS skills |

 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.

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| 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 |