

Job title: Environmental Support Lead Officer

Grade: 8

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, 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 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 working on specific programme and projects, plus providing advice to those within the County Council and partners with the intent to manage programmes of environmental business support.

Reporting Relationships

Responsible to: Environmental Support Manager

Responsible for: None

Key Accountabilities:

To work with the Environmental Support Manager with all aspects of the day-to-day operation, co-ordination and delivery activities associated with the Green Solutions Programme.

This will involve working in partnership with Project partners such as the West Midlands Combined Authority, District & Borough Councils, Staffordshire Business & Environmental Network (sben), appointed providers, business representatives, project applicants and colleagues in all services both within and outside Staffordshire County Council.

The main duties of the post will be:

- Ensure the Green Solutions programme is managed in accordance with contractual and funding agreements and with associated partners.
- Prepare and submit programme funding claims to include devising effective mechanisms for collation of delivery partner evidence and co-ordination

with finance staff to ensure supporting defrayal is provided and claims checked and authorised.

- Project, monitor, report and review performance and outputs of environmental support programmes and collate associated evidence of delivery, ensuring compliance with contracts and funding agreements.
- Conduct front-line liaison with external contacts and development of positive working relationships with representatives of businesses and partners.
- Provide advice and guidance to potential and project applicants and clients.
- Assess eligibility of project enquiries in line with Subsidy Control and Eligibility Rules.
- Manage grant processes, both applications and claims, including work with applicants to ensure compliance and fit, assess applications and grant claims, generate contracts, and offer letters, work with finance re authorisation of contracts and grant payments.
- Work in partnership with colleagues, businesses representatives and partner organisations/schemes to manage and deliver promotional activities and events (and corresponding budgets) aimed at supporting businesses across Staffordshire.
- Increase engagement with businesses across the County by use of various communication methods to ensure a healthy pipeline for environmental support programmes.
- Work with the Environmental Business Officer to prepare financial and output profiles.
- Support other members of the Environmental Business Support Team in the planning, design, delivery, monitoring, and evaluation of sben events, services and projects.
- Support the Environmental Business Officer in the delivery of major business support projects and services.
- Participating in the full range of departmental and County Council activities including undertaking appropriate training as required from time to time.
- Be aware of and observe County Council and departmental policies, regulations, and procedures, in relation to all activities of the Economic Planning & Prosperity

- Comply with health and safety responsibilities contained within the departmental health and safety document.
- From time to time carry out specific tasks as directed by the Environmental Business Officer.

Professional Accountabilities:

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

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
	<p>Qualifications/Professional membership</p> <ul style="list-style-type: none"> • Relevant qualification (such as Level 3 Diploma in Business Management) or demonstrable equivalent academic ability or appropriate experience • 	A/I
	<p>Knowledge and Experience</p> <ul style="list-style-type: none"> • Knowledge of environmental markets and opportunities • Knowledge and experience of monitoring budgets and audit procedures • Experience of project management processes and working within multi-disciplinary teams. • Experience of working in partnership with businesses, strategic and delivery partners to secure delivery of outputs. • Knowledge of marketing and promotional techniques • Knowledge of statistical techniques and their application in this type of service. 	A/I A/I A/I A/I A/I A/I
	<p>Skills</p> <ul style="list-style-type: none"> • High level of interpersonal skills with the ability to communicate effectively both orally and in writing. • Computer literate including significant expertise in Word, Excel, PowerPoint, Access and Outlook. • Excellent customer service approach. • Confidence and ability to work effectively using own initiative. • Effective time management. • Team Worker. • Self-understanding and commitment to personal and employee development • 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. <p>Ability to attend evening and breakfast meetings as required by the programme from time to time.</p> <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



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 center 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 on 01785 237800**