



SUPPORTING INFORMATION FOR THE POST OF
ECONOMIC DEVELOPMENT PROJECT OFFICER

SEPTEMBER 2019

ECONOMIC DEVELOPMENT

ECONOMIC DEVELOPMENT PROJECT OFFICER

Grade C1 (5) £26,999 - £29,636 per annum

Career Grade Post – with the potential to progress to Grade C2 (6) £30,507 - £33,799 with further experience and evidence of delivery at the higher grade.

An exciting opportunity has arisen within the Economic Development Team at North Kesteven District Council for an Economic Development Project Officer. As a Career Grade Post this is an ideal opportunity for someone to increase knowledge and experience within economic development with appropriate mentoring and training provided. Therefore the minimum requirement for this post would be a relevant degree supported by at least 2 years experience within economic development or a related discipline.

Economic Development is a high profile and performing team within the authority, being at the heart of a number of significant activities, successfully delivering a wide range of services to its customers. Work of the team is focused on growth and development with a strong emphasis on supporting businesses, creating and safeguarding jobs, attracting and securing investment and delivering regeneration and commercial projects to improve the economic prosperity of the area.

Key Activities of the job include:

- Managing, delivering and supporting the team in the delivery of key projects
- Overseeing the day to day running of the Council's commercial portfolio.
- Providing advice and support to business on a range of issues including sites and premises, planning, funding etc.
- Working with and engaging public and private sector partners, stakeholders and the community on plans, policies and specific development schemes to deliver economic growth
- Contributing to policies, plans and consultations affecting economic development e.g. Local Plan, commercial planning applications, government consultations etc.

This is an interesting and varied role that requires a customer focused, enthusiastic, highly organised, professional and adaptable individual. The ideal candidate will be competent in prioritising their workload and self-motivated to work with little supervision. Experience of working with customers, partners and stakeholders is essential, as is a proven ability to communicate effectively. In return we can offer flexible working arrangements, generous holiday entitlement, an essential car user allowance, and payment of a relevant annual professional membership subscription.

For an informal discussion, please contact either Suzanne Feneley, Principal Economic Development Project Officer on 01529 308344 or Alan Gray, Economic Development Manager on 01529 308170.

Closing date for applications is 7th OCTOBER 2019
Interviews will be held on 14th & 15th OCTOBER 2019

Dear Applicant,

Vacant Post: Economic Development Project Officer

Thank you for your interest in the above post.

The post will be based in the Development, Economic and Cultural Services Division.

I enclose an application pack, which includes: generic job description and job overview.

Please ensure that you complete all sections of the application form fully. CVs are not accepted. When filling in your application form, please study the person specification carefully. If you do not demonstrate on the form that you fulfil the essential criteria for the position, you are unlikely to be successful in your application.

If you have not heard from us within two weeks of the closing date, you should assume that you have not been successful on this occasion.

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Yours faithfully,

Louise Bush
HR Assistant

**POST TITLE: ECONOMIC DEVELOPMENT PROJECT OFFICER
Specialist & First-Line Management C1 - Generic Role Profile**

JOB PURPOSE:

To support the Manager in leading an efficient and effective service, applying specialist skills that ensure high quality service delivery and professional standards to meet the organisations priorities and ambitions. To apply strong people management where appropriate in line with North Kesteven District Council's Corporate Values.

PRINCIPAL DUTIES & RESPONSIBILITIES:

- Work with service manager to ensure the service is delivered within resource and budgetary restraints
- Maintain an awareness of specialist developments relevant to own area of responsibility and provide advice and support to others
- Being responsible for the development of procedures and to ensure the needs of the service are met as appropriate
- Support policy development within the service in line with the NK Plan
- Assess, analyse and interpret both qualitative and quantitative data, identify trends and test solutions to support the resolution of issues
- Review systems and processes in own work area, consider areas for improvement and suggest revised working practises, systems, equipment or processes
- Develop internal and external networks and investigate best practise in other areas to continue to improve service delivery
- Monitor, maintain and input data to meet both internal and external requirements
- Determine priorities to meet planned objectives and requirements
- Advise on the future resources and associated costs for provision of the service
- Assist in report writing and development of briefings and presentations
- Regularly contribute to the provision of management information
- Ensure all legislative and organisational requirements are met within the service
- Work with partners, and gain a good working knowledge of their remits in order to achieve mutual objectives
- Competence in taking clear and consistent decisions in support of the Council's broader objectives

- Capability to operate effectively and with discretion with regard to politically sensitive information and situations
- Oversee projects, ensuring each is delivered to a high standard, on time and within budget
- Receive and respond to general enquiries from customers (external and/or internal), referring requests outside of one's own knowledge base/responsibility to the appropriate person/area in order to provide an efficient and effective service
- Monitor and maintain a safe working environment for self and others
- Promote a positive image of the service area and the Council as a whole
- Ensure effective communication with Councillors and team members at all levels
- To lead by example by embracing and living the organisation's values and behaviours
- To undertake such other duties as may be determined from time to time, within the general scope and commensurate with the grade of the post. Duties outside the scope of the post may be undertaken with the consent of the post holder

KNOWLEDGE, SKILLS & EXPERIENCE

- Either academic/vocational qualifications or in depth work experience in relevant role
- Numeracy, literacy and IT skills
- In depth knowledge of relevant systems/equipment/processes
- Initiative and judgement to resolve problems independently
- Ability to communicate clearly through multiple channels
- Understanding and application of relevant legislation, policies and procedures

- Effective planning and project management skills, with the ability to work to deadlines.
- Pragmatic and solution orientated. Committed to continuous improvement and high standards.
- Experience of negotiation, influencing, building and sustaining relationships in order to achieve results. Interpersonal skills at all levels internally and externally.

OUR COMMITMENT:

NKDC is a people-focussed, honest and high-performing organisation, which utilises teamwork to deliver a professional service to our customers and partners and in making positive contributions in support of a District of Flourishing Communities.

All our employees are supported to manage their workload, take responsibility, be proactive about their own development, to work effectively with others, and to meet our customers' needs; and where relevant are supported to be effective managers and leaders. We expect all employees and volunteers to comply with all current legislation, Council Policy and procedures including but not limited to duties defined

in the Health and Safety at Work etc. Act 1974, the Council's Health and Safety Policy, and any specific Council policies as appropriate to their role.

We are committed to safeguarding and promoting the welfare of children, young people and adults at risk. We expect all employees and volunteers to share this commitment. All employees who come into contact with children, young people and adults at risk are expected to comply with all requirements detailed within the Safeguarding Policy.

We work closely with Union representatives to help ensure approaches and solutions adopted are fair and equitable across our workforce. All employees have the right to join a trade union and to take part in its activities. All employees also have the right not to belong to a trade union.

MANDATORY JOB REQUIREMENTS

- A relevant degree in Economic Development, Planning or associated subject.
- At least two years' experience in Local Authority Economic Development, Planning or Regeneration.
- Starting grade to be based on qualifications and experience
- Full Driving Licence

Job Overview

Knowledge	<p>The jobholder needs knowledge of the Organisation's relevant procedures or practices plus additional technical knowledge in order to do this job. He/she also needs a detailed understanding of the relevant legislation related to his/her area of work plus a detailed understanding of the underlying concepts and principles of the specialist area within which this job operates at an advanced level. Even a combination of formal off-the-job training plus 3 to 4 years' relevant experience, or previous education to graduate level, would not provide a sufficient depth of knowledge to do this job.</p>
Mental Skills	<p>The jobholder is regularly faced with problems or situations which he/she must resolve personally and some of the more difficult ones are not covered by existing rules, procedures or instructions. Some of these problems will require the jobholder to apply creative skills in order to develop new solutions, using novel applications of known techniques. Analytical skills are needed in order to interpret available information. When trying to clarify one of the more complex problems that he/she has to resolve, the information required can come from a variety of different sources. This information is sometimes conflicting, requiring judgement by the jobholder to assess and select/reject. The details of the problem or situation may be varied and complex. The jobholder is required to develop solutions or plans for future implementation, up to three months ahead. This planning activity can take up to a month to complete.</p>
Interpersonal and Communication Skills	<p>The jobholder is, on occasions, required to motivate and/or train other members of staff. Advisory, guiding, negotiating and/or persuasive skills are required regularly at a highly developed level. The jobholder is required to communicate information which can be both complex and potentially contentious to a range of different types of audience, including non-specialists. It is, however, generally restricted to one main subject area.</p>
Physical Skills	<p>Keyboard and/or mouse skills, for more than just e-mails, memos, short letters or the equivalent, are necessary and integral to the main duties of the job. The ability to drive is necessary to undertake the full range of duties and the normal workload of this job.</p>
Initiative and Independence	<p>The jobholder is required to interpret policies and procedures for own work, but specific service-related policies determine the jobholder's freedom of action. The jobholder is free to organise his/her own workload to meet internal or external demands.</p>
Physical Demands	<p>This job requires the jobholder to stand or walk for a medium proportion of the total working time. Lifting/carrying is also a feature requiring a high level of effort for a very small proportion of the total working time.</p>
Mental Demands	<p>Concentrated mental attention is required to ensure that the tasks and duties of this job are carried out correctly. This has to be applied over lengthy periods of time at least once a week. Working to deadlines is a feature of this job. While some of these are foreseeable in the normal cycle of work, others are unpredictable in nature and occur regularly. He/she is regularly subject to conflicting demands, with more than one</p>

person requiring a service or assistance simultaneously. Unavoidable interruptions occasionally make it difficult to complete the job duties.

Emotional Demands	The job involves direct involvement, both in person and by telephone, with people whose personal circumstances or behaviour could place emotional demands on the jobholder or cause emotional upset. These are mainly users of the Organisation's services but the level of emotional demand is not "significant" when compared with that experienced by some other employees. This emotional demand is an integral feature of the job occurring very frequently.
Responsibility for People - Well-Being	The jobholder has an impact on the well-being of individual, or groups of, people by the personal provision of a service direct to those who are receiving it. The jobholder also provides advice and guidance on both established internal policy and external regulations and/or statutory requirements related to the well-being of people and this involves the interpretation of these regulations or requirements to meet specific circumstances.
Responsibility for Supervision, Direction, Co-Ordination of Employees	The jobholder is not required to supervise or manage any Organisation employees. The job occasionally involves the demonstration of duties to, giving advice and guidance to, or the training of other employees, students or trainees. The jobholder provides advice and guidance on established internal policy related to personnel or human resources management matters.
Responsibility for Financial Resources	The jobholder has some responsibility for financial resources. This includes a contributory role in budget setting. He/she has to account for expenditure, income, money in the form of cash, cheques, direct debits, invoices, or some other equivalent, where care, accuracy and security are particularly important. The sums involved are considerable.
Responsibility for Physical and Information Resources	The jobholder's main responsibility for physical resources is for buildings, premises and/or external locations, specifically their maintenance and/or repair, and covers a range of buildings or locations. The jobholder also has a responsibility for manual and/or computer information or systems computer information. He/she is personally responsible for producing or processing some of this information and is responsible for the accuracy of the data produced by other people or for taking positive and unusual steps to ensure the accuracy, confidentiality and security of data produced personally.
Working Conditions	The jobholder regularly works outdoors and will sometimes be exposed to the weather when doing so. However, the proportion of the overall working time during which this exposure occurs is relatively small but he/she has regular exposure to very disagreeable, unpleasant or hazardous situations for a small proportion of the total working time. Serious verbal abuse, aggression or other anti-social behaviour from members of the public is an unavoidable, but occasional, feature of this job.

MAIN TERMS AND CONDITIONS OF APPOINTMENT

Post of: Economic Development Project Officer

A copy of the job description is enclosed

Salary

Salary range **£26,999 - £29,636** per annum.

Career Grade Post – with the potential to progress to Grade C2 (6) £30,507 - £33,799 with further experience and evidence of delivery at the higher grade.

The successful candidate will be placed within the grade subject to qualifications and experience.

Hours of Work

The hours of work are 37 per week. A scheme of flexible working hours is in operation whereby, within prescribed limits, an individual's precise working hours are left to his/her own choosing.

Car Allowance

An essential car user allowance.

Professional Subscription

Reimbursement of one relevant professional annual membership fee

Private Medical Care

You are also entitled to join the Council's private health care scheme.

Holidays

Annual holiday entitlement is 27 days (32 days after 5 years' service in Local Government), plus a further 8 bank and public days.

Pension

This is a Local Government pension scheme.

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