



SUPPORTING INFORMATION FOR THE POST OF

PRINCIPAL ECONOMIC DEVELOPMENT AND PROJECT OFFICER -

PROJECT FUNDING AND EVALUATION

MAY 2019

ADVERT
Principal Economic Development and Project Officer – Project Funding and Evaluation
£33,136 - £35,229 per annum (subject to Pay Grade Review)

An exciting opportunity has arisen within the Economic Development Services at North Kesteven District Council in Lincolnshire. The PEDPO – Project Funding and Evaluation lead will further enhance NKDC's ability to secure and manage external funding sourced for Council projects.

The current Economic Development team successfully delivers a wide range of services to customers. It is a high profile and performing team within the authority being at the heart of a number of significant projects. NKDC is fortunate to continue to develop its business units, offering business support and seeking to promote the area to investors. It also manages a range of visitor venues to provide the supportive environment to encourage visitors and businesses to NK.

Working alongside the existing Principal Officers and Economic Development Manager, this new role will be responsible for securing funding for NKDC and manage it accordingly. With your knowledge of funding you will work with the team to identify potential projects and develop business cases ready for funding bid submissions. You will also seek out new opportunities and develop bids, as well as monitor and evaluate the impact the investments have had.

You will need to be clear and methodical in your approach and able to bring partners together to create projects and source funding to enable their delivery. The delivery of projects will take place across the team with you maintaining an overview of projects, monitoring budget spends and ultimately evaluating the success of project implementation.

Being able to clearly articulate ideas and distil input from others will be key to creating robust and deliverable projects that catch the eye of funding bodies. An ability to network and understand funders' needs will be essential.

Key requirements of the role will include:

- Proven track record of accessing and managing external funding
- Understanding and knowledge of performance management of projects
- Experience of compiling, testing and managing project budgets for funding bids
- Experience of processing and evaluating funding bids prior to submission
- Practical knowledge of claims and auditing procedures for externally sourced funding.

A strong background in funding, project development, monitoring, compliance issues and evaluation would be essential for applicants, as is an ability to interact positively with awarding bodies, Partners and other Council services, including Lead Members.

Dear Applicant,

Vacant Post: Principal Economic Development and Project Officer - Project Funding and Evaluation

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: job description and person specification.

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.

**The closing date for applications is 12 June 2019.
Interviews will be held on 28 June 2019.**

Yours faithfully,

Kim Bollons
HR Assistant

NORTH KESTIVEN DISTRICT COUNCIL

JOB DESCRIPTION

1. **DIRECTORATE:** Corporate Director
2. **DIVISION:** Development, Economic and Cultural Services
3. **POST TITLE:** Principal Economic Development and Project Officer
4. **POST NO:** new
5. **POST GRADE:** 11 (subject to Pay Grade Review)
6. **ALLOWANCES**
 - a) Essential Car User
 - b) Professional subscription
 - c) Private health scheme
7. **JOB PURPOSE:** To facilitate the right conditions to create jobs, secure Investment, develop businesses, attract spending and oversee regeneration in support of the Council's key priorities and Growth Agenda.
8. **PRINCIPAL DUTIES:**
 - I. Project Delivery
 - a. Project manage the development of plans to support the growth agenda
 - b. Lead on implementing key proposals that deliver growth agenda plans
 - c. Manage and deliver key projects
 - d. Identify and develop regeneration initiatives as require across the district
 - e. Identify and work with relevant partners/stakeholders to deliver the plans including developing relationship management with business community.
 - II. Investment – To work to generate and handle business enquiries to support the economic development of the District
 - a. To deal with all enquiries from those operating, aspiring to operate or intending to move enterprise to the area.
 - b. To deal with major complex investment enquiries where a multi-agency

approach is required.

- c. To work with intermediary partners to secure investment into the District
- d. To support the promotion of and development of visitor spend in the District.

III. Staff Management – To manage a part of the Economic Development service.

IV. Networking – To develop partnerships and networks in support of economic development:

- a. To undertake business networking either through one to one business meetings, business groups or wider networking opportunities
- b. To undertake formal business visits with the Council Leader, Deputy Leader, Chairman and local ward members to develop relationships between members and the business community.
- c. To work in partnership with neighbouring local authorities to promote the economic well-being of the area
- d. To promote and develop partnerships with local, regional and national groups and agencies that can assist in promoting the economic well-being of the area

V. Business development – To provide general advice and support to businesses operating within and seeking to operate within the District including

- a. Pre-planning advice
- b. Planning application comments
- c. Business advice
- d. Relocation service
- e. Working with other departments within the authority to facilitate business development.

VI. To work to ensure that there is a readily available supply of land and premises available

to support business development

- a. Monitor commercial land and premises supply
- b. Work with businesses to identify business need and demand
- c. Work with the development industry to facilitate the delivery of readily available land and premises.

- VII. Strategy development – To assist, comment and input to the preparation of all statutory and non-statutory policy documents that have an impact upon economic development and regeneration
- VIII. To commission bespoke research and consultancy to support policy formation and project delivery.
- IX. To explore and develop funding bids to support the delivery of economic development initiatives and projects where appropriate in partnership.
- X. To undertake community engagement, monitoring and evaluation of the work of the unit.
- XI. To work in partnership with the wider economic development team and others where appropriate to maximise business investment, business support and visitor spend to contribute to the economic wellbeing of the area.
- XII. To contribute with other staff within the division and within the authority, to corporate initiatives to promote the wellbeing of the area and to share in a partnership to advocate the work of the division and the authority.
- XIII. 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 of the scope of the post may also be undertaken with the consent of the postholder.

9. **RESPONSIBLE TO:** Economic Development Manager
10. **RESPONSIBLE FOR:** MSC – Learning and Development Officer
11. **QUALIFICATIONS:**
EXPERIENCE
REQUIRED: A relevant degree in Economic Development, Planning or associated subject. Significant relevant experience in Local Authority Economic Development, Planning or Regeneration.
12. **H & S ISSUES** Compliance 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 Councils Health and Safety Policy and other specific Council policies as appropriate to your role.

PERSON SPECIFICATION

Post title: Principal Economic Development and Project Officer

Post No: New

Division: Development, Economic and Cultural Services

Grade: 11 (subject to Pay Grade Review)

Date: 16 April 2019

E = ESSENTIAL, D = DESIRABLE (Weighting 1 to 3, 3 being highest) for applicants to meet relevant standard

SELECTION CRITERIA

CRITERIA	STANDARD	E/D & W	MEASURED BY
A. Work experience	<ol style="list-style-type: none">1. Significant relevant experience in a local authority dealing with business customers.2. Experience of working with external partners and stakeholders.3. Experience of working in partnership with the private sector.4 Experience of leading and managing staff and resources effectively.5. Experience of working directly with elected members and partners6. Experience of working with budgets.	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D3</p>	Application Form and Interview
B. Knowledge	<ol style="list-style-type: none">1. An understanding of policies that facilitate business development.2. A working knowledge of the political processes and priorities in local government.3. Knowledge of external funding sources and criteria.	<p>E</p> <p>E</p> <p>E</p>	Application Form/ Interview
C. General skills	<ol style="list-style-type: none">1. Influencing, motivating and negotiating skills.2. Ability to deal with sensitive and confidential information and business issues in a responsible way.3. Ability to work on own initiative	<p>E</p> <p>E</p> <p>E</p>	Application Form/ Interview/ Test

	<p>within deadlines either alone or as part of a team.</p> <p>4. Ability to demonstrate high level of oral and written communication skills.</p> <p>5. Ability to manage and lead a small team.</p> <p>6. Ability to manage a number of priorities at any one time.</p>	<p>E</p> <p>E</p> <p>E</p>	
D. Specific skills	<p>1. Car user and a full valid driving licence.</p> <p>2. Computer literate with a working knowledge of Microsoft Word and Excel.</p> <p>3. Ability to demonstrate a problem solving approach to complex situations.</p> <p>4. Ability to write and present with clarity and logic.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p>	Application Form
E. Qualifications	<p>1. Relevant degree or equivalent.</p>	E	Application Form
F. Team work	<p>1. Ability to work as a team player.</p> <p>2. Ability to manage and lead a small team with the minimum amount of supervision.</p>	<p>E</p> <p>E</p>	Interview/ Test
G. Attitude	<p>1. Innovative thinker and creative problems solver.</p> <p>2. Ability to use diplomacy and tact.</p>	<p>D2</p> <p>D2</p>	Application form and Interview
H. Equal Opportunities	<p>1. To have a general awareness of equal opportunities issues and how they would impact on the role</p>	E	Interview
I. Special circumstances	<p>1. Flexibility in hours worked – ability to work occasional unsociable hours.</p> <p>2. Willingness to travel to other locations for external meetings as required.</p>	<p>E</p> <p>E</p>	Interview
J. Other	<p>1. Awareness of basic H & S issues</p>	E	

The use of a vehicle is required for this post

MAIN TERMS AND CONDITIONS OF APPOINTMENT

Post of: Principal Economic Development and Project Officer

A copy of the job description is enclosed

Salary

Salary range £33,136 - £35,229 per annum (subject to Pay Grade Review). 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.

CLOSING DATE FOR APPLICATIONS IS 12 June 2019
INTERVIEWS WILL TAKE PLACE ON 28 June 2019