

POST TITLE	BUSINESS GROWTH AND INCLUSION CONTRACTS AND PROGRAMME OFFICER
DIRECTORATE	PLACE
SERVICE	BUSINESS GROWTH AND INCLUSION
RESPONSIBLE TO	BUSINESS GROWTH AND INCLUSION CONTRACTS AND PROGRAMME MANGER
NUMBER OF POST HOLDERS	9
ACTING UP/ SECONDMENT	N/A

PURPOSE OF JOB

The post will be responsible for providing officer support within the Council and to external stakeholders in the Business Growth and Inclusion service.

THE WHAT - MAJOR TASKS/JOB ACTIVITIES

The major tasks will include:

- Actively participate in multi-disciplinary internal and external teams to deliver key projects and initiatives.
- Build effective working relationships with partners in collaboration with internal/external partners.
- Monitor the operation, effectiveness and impact of projects and make recommendations with respect to operational changes.
- Ensure services are effectively delivered to specification; to budget and within timescale, taking personal responsibility for the development of sustainable project plans, service delivery and development to ensure the service provides best value.
- Ensure that agreed standards, policies and procedures are met and that all operations comply with statutory responsibilities, national legislation, standing orders, delegated authority, Council policies, aims and objectives.
- Develop and delivery programmes of support within and outwith the Council.
- The post holder will carry out a range of tasks associated with the development and delivery of business growth and inclusion functions on behalf of the Council and external funding partners as appropriate.
- The post holder will plan, organise and co-ordinate resources to carry out service activities to the required standard.

THE HOW - KNOWLEDGE AND SKILLS (E.G. CREATIVITY & INNOVATION, CONTACTS & RELATIONSHIPS, DECISION MAKING)

- A relevant degree or equivalent experience is essential.
- Experience of successfully supporting projects or projects, demonstrating effective partnership working and innovative and entrepreneurial skills.
- Experience of negotiating and implementing contractual arrangements, in line with budgets and service requirement.
- Experience of leading and managing to ensure that the service works effectively and efficiently to meet financial and performance targets and have a proven track record in being able to work collaboratively with others and taking personal responsibility; the ability to deal with conflict using tact, sensitivity and diplomacy; the ability to act on own initiative; the ability to act decisively across a range of business growth or inclusion skills and expertise.

ENVIRONMENT (WORK DEMANDS, PHYSICAL DEMANDS, WORKING CONDITIONS, WORK CONTEXT)

- Respond to changing priorities and demands from internal and external customers.
- Although the post may be exposed to some physical demands some adverse working conditions these will be predominantly within the range of normal office based activities.
- Although the post will have some requirement to take care in relation to the working environment, work activities and dealing with people this will not be more than the normal required of a council employee.

SUPERVISION AND MANAGEMENT OF PEOPLE (NUMBERS AND TYPE OF STAFF)

- The post will have no direct line management or supervisory responsibilities.

RESOURCES

The post will be expected to monitor contracts and financial transactions relating to ensure that these are made in line with the Council's protocols and procedures for financial management and monitoring. For external funding, the post will be responsible for monitoring that contractual arrangements are in place for any financial transactions and that stakeholders are operating within the terms of any agreements which govern the project or programme activities.

HEALTH AND SAFETY (DO NOT ALTER THE WORDING OF THIS SECTION)

The Council must abide by relevant health and safety and employment law, as well as the common law duty of care. All members of staff are required take care for their personal health and safety and that of others who may be affected by their actions or inactions. You are therefore required to carry out your duties in a safe manner in accordance with instructions and in compliance with safety rules/procedures, regulations and codes of practice. You are required to advise your line manager if you become aware of any unsafe practice or condition or if you have any other safety concerns and should comply with accident and near-miss reporting procedures.

If you supervise, manage or lead other staff, you are also responsible for ensuring that the Council's operations are carried out in such a way that ensures, so far as is reasonably practicable, the health, safety and welfare of those staff and that of any others who may be affected. You will therefore conduct relevant risk assessments and assign duties with appropriate instructions, in compliance with safety rules/procedures, regulations and codes of practice. You will address and/or escalate any issues of any unsafe practice, condition or any other safety concerns you identify or that are brought to your attention, taking appropriate advice as necessary and will ensure that accident and near-miss reporting procedures are understood and complied with.

Additional information can be found in the [Council Health and Safety Policy](#).