

# Business Team Projects Co-ordinator Grade 12

## Job focus

**To be read in conjunction with the Project Officer Job Profile which provides the full range of responsibilities across the function.**

The Council's Business Team works closely with businesses and partner organisations to encourage and support business start-up, growth, innovation, and inward investment.

As the Business Team Projects Co-ordinator, you will drive the development of new initiatives providing research, intelligence, and project management, informing ongoing WYCA strategy and programme development in the key area of business, enterprise, and innovation and in developing the future pipeline of both local and WY-wide programmes and projects to be funded from Gainshare/UK Shared Prosperity Fund and other sources.

You will be required to also work closely with colleagues from the Local Enterprise Partnership and other local, regional, and national partner agencies, assisting in the development and delivery of current and future projects.

You will work within the business team's project management office and will be instrumental in driving the delivery and implementation of key projects and initiatives which support economic growth and prosperity in Kirklees. You will work alongside business team colleagues on a task and finish basis to help scope, design and deliver economic development and business support projects ensuring the Business, Economy and Growth service maximises its impact.

This role is based within [Growth and Regeneration](#)

## Key areas of responsibility

Providing effective project management of the design, development and delivery of economic development and business support projects as directed.

Co-ordinate and manage activities to ensure all team members and stakeholders are working together effectively to deliver projects to agreed specifications, timescales, and budget.

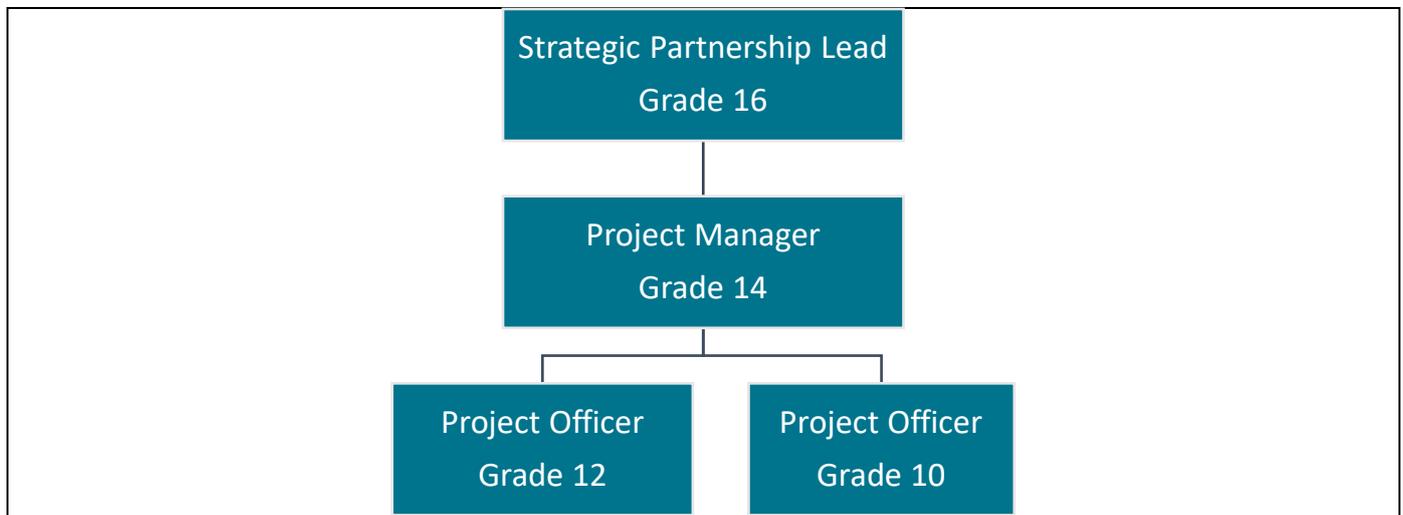
Build and maintain effective relationships with all relevant stakeholders to support the design, development and delivery of key projects and initiatives.

Prepare feasibility studies, business cases and reports including the research and collation of relevant intelligence and data to support project development as appropriate.

Take a pro-active and creative approach to problem solving, working collaboratively to support complex, projects, and programmes.

Maintain effective communication both verbally and in writing with all key project stakeholders.

## Position of job in organisational structure



## Employee Specification

<b>Knowledge, qualifications, skills, and experience</b>	<b>Shortlisting criteria</b>
Recognised substantial technical expertise and experience in a discipline which supports the council's outcomes such as Regeneration, Housing, Transportation, Flood Management, Skills, Employment, support to Businesses or cultural development including relevant legislation (evidenced through qualifications and/or equivalent experience).	Essential
Extensive experience managing and co-ordinating large and complex projects including budget monitoring and contract management.	Essential
Considerable experience of commissioning projects with external and internal providers working collaboratively and in partnership	Essential
Management skills to motivate, lead and support multi-disciplinary teams to achieve and deliver outcomes.	Essential
Enhanced communication and interpersonal skills to develop, maintain and enhance professional relationships.	Essential
Creative problem-solving skills to identify obstacles and resolve issues through effective negotiation.	Essential
Personal resilience and adept at managing competing deadlines to enable delivery of projects to specification, on time and within budget.	Essential
Commercial awareness and business acumen in relation to public, private and third sectors to effectively contribute and implement strategies, plans and initiatives.	Essential



Knowledge and experience in analysis of proposals from businesses and other partner organisations, compiling funding bids and producing complex reports.	Essential
High level of IT, literacy, and numeracy skills.	Essential
Good understanding of the key business drivers, priorities and issues including the key challenges and opportunities facing growth businesses and those looking to relocate.	Essential
Experience of developing and delivering strong outcome focussed projects on an economic development or business support environment.	Essential
Experience of working collaboratively to deliver shared outcomes.	Essential
Experience of building strong, trusted, and multi-layered working relationships across organisations from both the public and private sector	Essential
Experience of utilising intelligence, data, and research to shape projects and programmes.	Essential
Excellent communication and project management skills and the ability to work autonomously	Essential
Strong team player with a confident and assured approach to working with and providing leadership to a range of different people and organisations.	Essential
Flexible, responsive, and open to adopting new ways of working in a fast-moving environment.	Essential

### For Office Use Only:

Job Category	Growth & Regeneration	Grading ID	65650
Job ID	80101051	Last Updated	March 2023
Job Focus	Yes	Career Progression	No

### Contractual Variants

DBS Category	No	DBS Type	No
Health Check	No	Politically Restricted	No
24/7 working	No	Public Holidays	No
Night Working	No	Alternating Pattern	No
Standby	No	Other	No
HR Checked	M Lunn		

# Project Officer - Grade 12

## Job purpose

In Kirklees, we are working with the business community and partners to create more and better jobs and supporting local people to have skills and qualifications to be successful. It is also about creating the conditions where people and businesses can thrive and grow. This is underpinned by having high quality places and connectivity where people want to live and work and the right infrastructure that builds confidence and investment in Kirklees.

The focus of our activity is set against these three key themes of Business, People and Places. This will ensure greater prioritisation of resources and new and different ways of working.

As a Project Officer, you will be instrumental in driving the delivery and implementation of projects and key initiatives which support economic growth and prosperity in Kirklees. You will take a lead role in a project or an area of specialism whilst working collaboratively with internal and external stakeholders and partners to maximise outcomes in line with the council's objectives. We are looking for people who demonstrate all the Council's behaviours and expectations and continually strive for excellence. You will be part of an ambitious, creative, and highly collaborative team which aims to exemplify the Council's ways of doing things.

Working to ensure Kirklees has high quality places, environment and infrastructure which support business, health, and quality of life.

You will lead or make significant contributions to projects which seek to alter the way that we do things, ensuring greater prioritisation of resources.

Your key focus will be on initiatives which include business growth, strategic employment and housing sites, skills, place making, cultural development, connectivity, and community economic development to achieve the desired change.

Leading, co-ordinating, and managing activities you will have responsibility for one or more projects or programme areas and will commission internal and external partners to achieve the desired outcomes and objectives.

Using your substantial technical knowledge and experience you will drive the delivery of projects within budget and to agreed timescales to implement the core aspirations and targeted outcomes of the council.

You will require you to act as a positive champion for our approach. You will be ambitious and committed to implementing change in a complex environment.

You will have the ability to motivate others and manage teams or areas of work effectively ensuring all stakeholders are working together effectively to deliver projects on time and within budget.

Whilst you may have an area of specialism (as set out in the accompanying job focus sheet), you are expected to work across different areas of the council as directed; development will be provided where necessary.

This role is based within see job focus sheet. Find out more about [working for Kirklees](#).

## Key areas of responsibility

- Lead and manage projects in a multi-disciplinary team environment.
- Produce high quality feasibility studies, business cases and reports including the research and collation of relevant intelligence and data analysis.
- Build and maintain effective relationships within teams and with internal and external partners to ensure opportunities to deliver council priorities are maximised.
- Take a pro-active, creative approach to problem solving and work collaboratively to project manage and deliver complex, high value projects and programmes to agreed specifications, timescales, and budget.
- Coach and support other members of the team and other services to deliver agreed outputs and objectives to a consistently high standard.
- Actively seek opportunities to work with partners and secure funding and investment to support priority work areas.
- Communicate effectively, both verbally and in writing, to a range of audiences including businesses, training providers and investors.
- Contribute to the development and implementation of strategies to promote the district and attract business and investment.
- Maintain a healthy and safe working environment in line with legislation.

## Position of job in organisational structure

See specific job focus sheet.

## Employee Specification

See specific job focus sheet.

## Behaviours and expectations

The right behaviours and attitudes are as important to us as the skills you bring to the job. We expect all our employees to demonstrate the following behaviours:

- Positive
- Honesty
- Respectful
- Flexible

- Communicative
- Supportive

You will also promote and be a role model of the Council's expectations of a New Council Employee within the organisation. This role is at level 2. Find out more about [Council Behaviours and Expectations](#).

## General information

See your responsibilities related to [Safeguarding](#).

This Job Profile is intended to provide an understanding and appreciation of the responsibilities of this job. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge, experience, and grade of this job.

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Job Category	Growth and Regeneration	Grading ID	65650
Job ID	80101051	Last Updated	Jan 2021
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Standby	No	Other	No
HR Rep	M Lunn		