

Business development and resourcing officer - Grade 12

At Kirklees we want to be innovative and creative in the way we work to deliver our services to our communities. We know we have challenging times ahead so we are always looking for better and smarter ways to work.

This role is focused on:

- Making the most of external funding opportunities, supporting the Council to identify and successfully draw down resources that help us deliver our shared outcomes.
- Improving the profile and reputation of the Council by gaining recognition for the things we excel in at a national level.

This role is based within Policy, Partnerships and Transformation. Find out more about [working for Kirklees](#).

The Job

To work with colleagues and elected members across the Council and in partner organisations to provide expert support and challenge in relation to maximising access to external funding opportunities and awards through:

- Undertaking proactive, strategic and systematic horizon scanning activity to identify and advice on funding and awards opportunities.
- Providing expert, strategic and co-ordinated advice, support and guidance on a wide range of funding and awards opportunities available to the Council, and its partner organisations.
- Develop a clear and agreed set of priorities for funding and a corporate wide understanding of the areas of the Council's work that merit wider recognition.
- Initiating and co-ordinating applications, mobilising resources and quality assuring and managing associated processes and budgets on behalf of the Council and external partners to the point of confirmation.
- To undertake strategic monitoring and evaluation of external funding bids on behalf of the Council and partners.
- Forging positive relationships across the Council, partnership and wider community and all relevant funding and awards bodies to extend and diversify opportunities and maximise the chances of success.

Job Checklist

Identify and secure funding and investment sources, and awards. Implement a coherent approach to accessing funding and awards, maximising available resources and recognition, and ensuring they contribute towards agreed shared outcomes and corporate priorities.

Act as the single, corporate resource for leading initiation, research and evaluation of funding and awards opportunities in order to support the Council and its partners in achieving district wide objectives.

Act as a specialist officer and regularly provide high level, expert support, advice and challenge to assist managers and other partners in the application of criteria, processes and procedures governing potential funding streams and award programmes.

To co-ordinate the establishment, and lead where appropriate, project teams and manage associated meetings, scoping in staff from across the Council and partners, where a multi-disciplinary approach supports funding and awards applications.

Work with internal and external partners to ensure that they are well placed to lead on delivery once funding is secured, and maintain close contact to ensure effective delivery, monitoring, reporting and spend.

When appropriate, lead in bidding, managing and accounting for external funding and awards that recognise our key corporate strengths.

To provide a coordinated approach to lobbying for funds, and learn from good practice in awards and funding applications.

To keep up-to-date with all legislation, guidance, policies and codes of practice affecting the work of the Council and its partners, with specific horizon scanning for funding and awards opportunities / issues.

Please see your responsibilities related to [safeguarding](#).

The Person

We need our employees to be driven to achieve the best, to be hard working, respectful and thoughtful to each other and our customers and to be creative, wherever they work.

To succeed in this role you will need to be proactive and inquisitive, good at investigating leads and following up on opportunities. You will need to enable, encourage and motivate people to take action. You will see the links between possibilities and the outcomes we are seeking to secure, and be able to make the most of them, paying close attention to detail. And you will need to be persuasive and articulate, able to communicate well and tell a good story that gets results.

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

This role is at level 3. Please read our [Behaviours and Expectations](#). These will be tested throughout the selection process.

Person Checklist

Knowledge of external funding and investment sources, issues and processes, including procedural requirements. Detailed understanding of grant application processes and an understanding of business planning processes.

Seeks out and shares information with the team, partners and others.

Experience of budget proposal development and budget, project, programme and performance management, including associated reporting, monitoring and compliance procedures (e.g. internal and external audit).

Strong written and verbal communication skills, providing complex information in a clear, understandable manner for use by a variety of audiences. Is approachable, open, constructively manages barriers to communication and considers any relevant contextual factors. Effective report writing, editing and presentational skills. Experience in exercising discretion in the handling of highly confidential information.

Builds networks to maximise effectiveness. Including experience of developing professional relationships with senior managers, officers, partners and awareness of the issues related to working with elected members.

Brings together and leads partnerships, brokers joint working, and garners the support of colleagues. Experience and success in negotiating, influencing and persuading at all levels – including senior managers and partner organisations. Effective in developing, communicating and selling a vision, idea and call to action.

Anticipates situations and seeks creative solutions. Proven ability to think strategically, laterally and innovatively and implement strategies to achieve clear objectives. Identifies and evaluates areas for potential service improvement, and understands the links to wider Council agendas and shared outcomes.

Resilient under pressure and good at managing competing deadlines.

Knowledge of issues affecting local government.

Qualified to degree level or equivalent experience, with specific experience of working with external funding, managing internal bidding processes, or applying successfully for awards.

This Role Profile is intended to provide an understanding and appreciation of the responsibilities of this particular 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.

For Recruitment Purposes: In order to be considered for this role you will need to demonstrate how you meet the above Person Checklist.