

## Project Officer (Business and Skills) – Grade 12

In Kirklees, building Business and Skills (B&S) is about 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's 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 Business and Skills 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 focussed around the Kirklees Economic Strategy (KES). 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 senior 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 KES. We are looking for people who demonstrate all of 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.

Find out more about [working for Kirklees](#).

### The Job

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 as a way 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 KES

This role will require you to act as a positive champion for our approach to delivering outcomes for Business and Skills. 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, you are expected to work across different areas of the Business and Skills theme as directed; development will be provided where necessary.

### Job Checklist

- 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 Business and Skills 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.

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.

Using your extensive knowledge and technical expertise you will professionally lead and manage projects and programmes of work which support the delivery of key Business and Skills priorities and allow you to contribute to the development of future initiatives.

Your excellent communication skills will allow you to motivate teams, facilitate change, and build excellent working relationships with people from a variety of technical disciplines, backgrounds and organisations to deliver projects to agreed specification, on time and within budget. Your understanding of the wider commercial environment in addition to your knowledge of Business and Skills priorities means you identify connections and dependencies between projects allowing you make recommendations and to contribute to Business and Skills strategies and initiatives.

With your commitment to high standards, strong customer focus and reputation for delivering excellence, you will manage project risk and take a creative approach to problem solving to make a difference and achieve positive and measurable outcomes. Excellent IT, analytical, literacy and numeracy skills will allow you to produce complex and concise briefs, write funding bids, monitor project spend and analyse proposals suitable for a range of audiences, including non-specialists.

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 [Behaviours and Expectations](#). This role is at level 2.

## Person Checklist

- Recognised substantial technical expertise and experience in a discipline with supports Business and Skills and growth - 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).
- Extensive experience managing and co-ordinating large and complex projects including budget monitoring and contract management.
- Considerable experience of commissioning projects with external and internal providers working collaboratively and in partnership.
- Management skills to motivate, lead and support multi-disciplinary teams to achieve and deliver outcomes.
- Enhanced communication and interpersonal skills to develop, maintain and enhance professional relationships.
- Creative problem solving skills to identify obstacles and resolve issues through effective negotiation.
- Personal resilience and adept at managing competing deadlines to enable delivery of projects to specification, on time and within budget.
- Commercial awareness and business acumen in relation to public, private and third sectors to effectively contribute and implement strategies, plans and initiatives which support Business and Skills.
- Knowledge and experience in analysis of proposals from businesses and other partner organisations, compiling funding bids and producing complex reports.
- High level of IT, literacy and numeracy skills.

*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 met the requirements of the job as described under 'The Person' and 'Person Checklist'.

**Employment and Skills Project Officer (Project Lead– Grade 12 – up to 37 hours per week)  
Working as part of the Business and Skills Team .**

**Fixed term until 31<sup>st</sup> December 2021**

This role will lead the delivery of projects aimed at supporting Young People in Kirklees through supporting Business Engagement. This including our Kickstart Gateway and our Employment HUB ESIF project.

**Kickstart**

Kirklees Council is backing the Government’s Kickstart scheme to create job placements for 16-24 year olds at risk of long-term unemployment.

Kickstart, which is managed by the Department for Work and Pensions (DWP), will support 6 month of work placements for 25 hours per week, up until December 2021.

The council has registered as a ‘gateway’ organisation to support employers who wish to participate but cannot meet the Government’s requirement to create 30 placements. Employers have a choice of provider in Kirklees.

The successful candidate will manage the DWP Kickstart programme in Kirklees working with partners and businesses across the area to recruit young people into their organisations, support them within their placements and work to secure them employment beyond that placement.

**Employment Hub**

**The Employment Hub** provides support to:

- young people aged 15 – 24 to support them in identifying and accessing learning, employment and career opportunities;
- local businesses, prioritising those businesses who have never offered apprenticeships before.

It will identify and address the barriers faced by all young people seeking education and employment, irrespective of background and personal circumstance and will provide a personalised, holistic service focussed on matching individuals to apprenticeship and employment vacancies and providing an intensive programme of support in helping them to identify and apply for suitable opportunities.

Led by West Yorkshire Combined Authority, the Employment Hub is a partnership project between Local authorities and a range of delivery partners. In Kirklees this is Kirklees Council and C&K Careers.

Over the lifetime of the programme it is expected that a minimum of 6000 residents will be supported. Outcomes include removing barriers to work, improving residents’ skills, and ultimately sustained employment. Just over 17% of the delivery will take place across Kirklees.

The Employment Hub will receive up to £4,500,000 of funding from the European Social Fund (ESF) as part of the 2014-2020 European Structural and Investment Funds Growth Programme in England. ESF funds help local areas stimulate their economic development by investing in projects which will

You will lead on the Business engagement element of the programme - leading our team of job connectors to create Kickstart, Apprenticeship and Employment opportunities for participants benefiting from Employment hub support.

As the lead for these projects in Kirklees, you will be part of an ambitious and highly collaborative team. Your focus will be to:

- Lead on contract management, ensuring contract compliance at all times and leading on all communications with funding bodies.
- Ensure that efficient and effective management and information systems are put in place and maintained to enable satisfactory monitoring of outputs, results and expenditure.
- Ensure that claims are prepared and submitted within deadlines and to a high standard.
- Ensure that funding and outputs are maximised to the district.
- Ensure a robust programme audit trail is in place, leading on audits.
- Analyse detailed financial, performance monitoring, reporting to Senior Managers, steering group and funders as required.
- Work in partnership and maintain wider strategic leads on behalf of the programme.
- Budget management in line with Council Regulations and funding Guidelines, authorising payments to partners.
- Ensure risks are identified and mitigated.
- Carry out effective line management and development of project staff.

You will be an individual who has knowledge, understanding and experience of leading externally funded employment and/or skills projects with excellent communication and leadership skills and the ability to work autonomously.