

## Economic Resilience Officer - Grade 10

In Kirklees, building Economic Resilience (ER) 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 ER 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 undertake a key role in a project or an area of specialism, 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.

### The Job

You will make a substantial contribution to projects that seek to alter the way that we do things, ensuring greater prioritisation of resources.

You will focus on key initiatives which include business growth, strategic employment and housing sites, skills, place making, cultural development, connectivity and community economic development as a part of the way to achieve the desired change.

Having day to day responsibility for key aspects of one or more projects co-ordinating and managing activities you will ensure all team members and stakeholders are working together effectively to deliver projects on time and within budget.

Using your technical expertise and a taking a commissioning approach you will play an important role in delivering projects which result in high quality places, environment and infrastructure and support business, health and quality of life within Kirklees.

This role will require you to act as a positive champion for our approach to delivering ER. You will be ambitious and committed to implementing change in a complex environment. You will have the ability to motivate others and co-ordinate teams or areas of work effectively.

Whilst you may have an area of specialism, you are expected to work across different areas of the ER theme as directed; development will be provided where necessary.

### Job Checklist

- Manage and deliver projects in a multi-disciplinary team environment as directed.
- Prepare feasibility studies, business cases and reports including the research and collation of relevant intelligence and data as appropriate.
- Build and maintain effective relationships with all relevant stake holders to support the delivery of ER priorities.
- Take a pro-active and creative approach to problem solving, working collaboratively to support complex, projects and programmes.
- Drive the delivery of projects 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.
- Seek opportunities to work with partners and secure funding and investment to support priority work areas.
- Maintain effective communication both verbally and in writing to project stakeholders.
- 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 click [here](#) to 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. Your technical and project management knowledge and skills mean you are able to manage and co-ordinate projects which support the delivery of key ER priorities and allow you to contribute to the development of future initiatives.

Highly motivated and with a positive approach to change, your behaviour, experience and knowledge will enable you build effective relationships with team members and stakeholders working collaboratively and in partnership. A strong communicator, you are confident working with a broad range of stakeholders, and your management style ensures teams work well together and issues are creatively resolved.

Your understanding of wider Council priorities and commercial awareness enable you to grasp connections and dependencies between projects, resulting in seamless delivery of projects and a realisation of objectives. Customer focused, your high standards, attention to detail and reputation for delivering excellence will ensure you achieve positive and measurable outcomes in all areas of your work. Using your excellent IT, analytical, literacy and numeracy skills you will produce 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 Expectations of a New Council Employee within the organisation. This role is at level 2. To find out more about Council Behaviours and Expectations please click [here](#) and click on the tab "Working for Kirklees".

## Person Checklist

- Recognised technical knowledge and experience in a discipline with supports Economic Resilience and growth, e.g. Regeneration, Housing, Transportation, Flood Management, Skills, Employment, support to Businesses or cultural development including relevant legislation (evidenced through qualifications and/or equivalent experience).
- Project Management experience, including commissioning internal and external providers
- Developed communication and interpersonal skills to build and maintain effective professional relationships, lead multi-disciplinary teams and direct others effectively.
- Ability to develop and implement initiatives and monitor and report on progress and outcomes.
- Personal resilience and the ability to manage competing deadlines to delivery projects to specification, on time and within budget.
- Knowledge and experience of analysing proposals from businesses and other partner organisations, writing funding bids, producing clear and concise reports and budget monitoring.
- Ability to adapt communication and presentation styles, both written and verbal to ensure understanding to meet the requirements of the audience, including non-specialists.
- Commercial awareness in relation to public, private and third sectors.
- 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 – Funding Officer (Fixed Term)**

**We adopt a 'name blind' approach to shortlisting. Recruiting managers will not have access to personal information, including your name and contact details, until a shortlisting decision has been made. Equality monitoring information is not accessible by recruiting managers at any stage.**

### **Organisation**

Kirklees

### **Directorate**

Growth and Regeneration

### **Service Area**

Business and Skills

### **Job Category**

Employment and Skills

### **Job Title Other**

Employment & Skills Officer

### **Hours**

Up to 30 hours per week. Less would be considered for the preferred candidate.

### **Position type**

Fixed Term

This role is fixed term until 31st December 2021 due to funding.

### **Advert Wording**

As a Project Officer in the Employment and Skills Team you will support the successful delivery of a wide range of Projects as part of a wider Business and Skills team. It is envisaged that successful applicant will support the delivery of two projects detailed in the job profile, however this will be flexible to best suit the needs of all Employment and Skills projects.

Applicants should refer to both the job description and the job profile in their application ensuring display they display the relevant skills, competencies and experience.

### **Job Profile**

As a Project Officer in the Employment and Skills Team you will support the successful delivery of a wide range of Projects as part of a wider team. The successful applicant will with work on the project detailed below , however this will be flexible to best suit the needs of all Employment and Skills projects.

### **Works Better Enhanced**

Works Better Enhanced has been developed in response to a Leeds City Region (LCR) European Structural Investment Fund (ESIF) call for the 'Local Flexibilities for Reducing Unemployment' provision.

Works Better Enhanced is designed to be inclusive to disadvantaged residents. It will identify and address the barriers faced by all age groups seeking employment, irrespective of background and personal circumstance. The project provides a personalised, holistic service offering a comprehensive and innovative matrix of support activities. This will be combined with an effective referral process to specialist support agencies where necessary.

Led by Kirklees Council, Works Better Enhanced is managed by Kirklees Council and is delivered across the Kirklees District in partnership with Fusion Housing, Paddock Community Trust, Proper Job Theatre Company and Kirklees Neighbourhood Housing. Delivery will run until September 2022.

Works Better Enhanced is receiving up to £3,113,574 of funding from the European Social Fund 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 support innovation, businesses, skills development, job creation, social inclusion and local community regenerations.

## **The Person**

We are looking for an individual who has knowledge, understanding and experience of working with externally funded projects with excellent communication skills and the ability to work autonomously.

### **Specific Roles and Responsibilities will include:**

- Support the programme manager with contract management, ensuring contract compliance at all times.
- Work with partners and businesses to ensure that claims are prepared and submitted within deadlines and to a high standard, this will include carrying out 100% checks on evidence.
- Ensure that funding and outputs are maximised to the district.
- Develop and maintain appropriate Management Information Systems (financial and non-financial).
- Support partners to develop and maintain their own systems in order to meet the needs of the Funding.
- Ensure a robust programme audit trail is in place and prepare for audits.
- Undertake detailed financial and performance monitoring, providing regular reports to the PM, steering group and funders.
- Line management responsibilities may be required.