

Economic Resilience Project Assistant - Grade 8

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 the 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 Assistant, you will provide vital support to the ER team across the key themes to develop and implement projects and key initiatives which support economic growth and prosperity in Kirklees. 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 'New Council' ways of doing things.

The Job

You will work with multi-disciplinary teams on a variety of projects to support delivery and the implementation of the KES.

As part of this you will collate, analyse, produce and present information relating to ER project and programme work.

You will support the development and delivery of discrete projects and maintain project management documentation and financial records, including budget management. You will provide reports to senior colleagues on the progress and outcomes of projects.

You will work and effectively engage with partners and stakeholders to support maximising targeted outcomes.

You will undertake research on guidance, policy, funding opportunities and legislation relating to ER and present this to colleagues. You will also research data and intelligence to inform commissioning processes and determine priorities for development.

Having a positive attitude and approach to change is important, alongside sound project management, communication and administrative skills.

This role will require you to provide flexible support to your colleagues.

You will need to use specialist software packages to record and analyse data, produce reports and prepare documentation.

Whilst you may have an area of specialism, it is the expectation that you will work across different areas of the ER theme; development will be provided where necessary.

Job Checklist

- Build positive working relationships with colleagues, the Council and with partners and stakeholders to deliver projects.
- Positively contribute to activities which support overall economic growth.
- Work effectively with other members of teams to ensure that tasks and projects are completed to the required timescales.
- Communicate effectively using appropriate channels and a variety of media.
- Use the MS office suite of applications (in particular Excel, Word, PowerPoint) and bespoke packages / software to support own project and programme work and that of the team.
- Present information accurately, clearly and concisely.
- Maintain project management and financial documents.
- Take account of all Health and safety and all other regulations to maintain a safe environment for colleagues and clients.
- 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.

You will be a highly motivated individual and keen to build on existing experience of project support in an area which supports economic growth. You will be flexible and keen to grow your knowledge further.

You will have experience of working on multiple tasks or projects to a variety of deadlines, and be practised in prioritising your work within this context. Your excellent communication and IT skills and ability to be focussed and concise will support and underpin your work.

You'll enjoy working as part of a team and making a positive contribution. You will be comfortable working with people from a variety of technical disciplines and backgrounds.

You'll be happy working with customers both inside and outside the Council and will strive to provide excellent service.

You will be focused on creating positive outcomes.

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

- Knowledge and understanding of a discipline which supports economic resilience and growth, such as Regeneration, Housing, Transportation, Flood Management, Skills, Employment, support to Businesses or cultural development.
- Knowledge and experience of project management techniques, health and safety and relevant legislation.
- Experience of dealing with multiple tasks, to different or conflicting deadlines.
- Excellent team working skills.
- Takes a proactive approach to managing and prioritising workload and is resilient under pressure.
- Ability to work independently using your own initiative.
- Positive and flexible approach to your work.
- Experience of working as part of a multi-disciplinary team, working across different technical disciplines and areas.
- Dedicated and passionate about creating a better environment and future for residents and businesses in Kirklees.
- Strong IT skills, with particular knowledge of word, PowerPoint, social media, excel and ability to use bespoke software packages applicable to the role.
- Good verbal and written communication skills, able to produce clear reports and documentation.
- Excellent numeracy skills to be able to perform accurate financial and arithmetical calculations and provide statistical information.
- Ability to carry out analysis and research and present information in a concise way.
- Ability to think creatively in order to negotiate and solve problems with conflicting and critical deadlines.

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'.