

**JOB DESCRIPTION**

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| **Post Title**: Economy and Business Engagement Officer | |
| **Department**: Resources and Regulation | **Post No**: |
| **Division/Section**: Strategic Planning and Economic Development | **Post Grade**: Grade 10  £27,905 - £30,507 |
| **Location**: 3 Knowsley Place, Bury | **Post Hours**: 37 hours per week worked in accordance with the Council’s flexi-time scheme |
| **Special Conditions of Service**:  Attendance at evening meetings as required.  Travel to meetings across the Greater Manchester City region and occasional travel outside of the City region. | |
| **Purpose and Objectives of Post**:  To support the development of activities that will contribute to delivering the objectives of the Council’s Bury Strategy 2030, Economic Strategy other related plans and strategies. This will incorporate research, policy formulation and resource procurement.  To contribute to the development of partnership working to lead Bury Council’s Business Engagement Strategy and other related activity.  This post will provide support to Bury Council to deliver Bury’s Economic Development Strategy Action Plan, the Bury Strategy 2020 and the Bury Employment, Skills and Health Plan. | |
| **Accountable to**: Head of Strategic Planning and Economic Development | |
| **Immediately Responsible to**: Unit Manager, Economic Development | |
| **Immediately Responsible for**: No line management responsibilities | |
| **Relationships: (Internal and External)** Internal Strategic Planning and Economic Development Unit, Officers throughout the Council and Elected Members External Bury College, Jobcentre Plus, Bury Voluntary, Community and Faith Sector, Greater Manchester Chamber of Commerce, Growth Company, Growth Company Business Growth Hub, Greater Manchester Combined Authority, members of the general public, indigenous businesses, and inward investors. Other Local Authorities and inter-authority working groups. | |
| **Control of Resources**:  **Budget:** Budget up to £5,000.  **Personnel**: None.  **Equipment**: Responsible for equipment, including IT hardware and software, and materials used in carrying out duties | |
| **Duties/Responsibilities**: To provide sector and market intelligence together with relevant research, in support of service development and policy making for the benefit of the business base and inward investors.To assist in the systematic scanning of the internal and external environment for new opportunities to develop or improve the service.Maintain up to date knowledge of government policy, funders and commissioners, as well as a requirement to work collaboratively with all Bury Council business facing teams and external agencies and partners.  * To develop new opportunities and lead on the submission of related business cases, tenders and bids, in conjunction with internal colleagues and external agencies and other GM authorities where appropriate. * To deliver a high quality service to business customers, including responding to a wide range of ad-hoc enquiries, and where necessary, referring onto or involving other council departments and external agencies. * Ensure effective use and development of business support tools including any CRM in place to record engagement/enquiries/resolutions. * To be responsible for the facilitation of business forums, events and communications as directed by the Unit Manager. * To develop a good understanding and close working knowledge of Bury’s key business sectors. * To support and signpost businesses and employees who may require intensive support to maintain business continuation, for example job retention, access to finance, redundancy support signposting advice. * Maintain and develop the Bury Means Business website and ensure linkages with other partner websites. * Generate content and develop the Bury Means Business e-newsletter. * Manage the business database complying with data protection regulations. * Develop the Bury Means Business brand. * Compile and undertake due diligence procedures for business visits. * Responsible for business related social media dissemination ensuring adherence to the Council’s Social Media Policy. * Responsible for designing and delivering business support events, seminars and communications. * To develop and maintain effective working relationships with council business facing teams, the private sector, and external agencies. * From time to time deputise for the Unit Manager at meetings and represent the interests of Bury Council. * Support the organisation and delivery of any actions related to the Team Bury Employment, Health and Skills Task Group. * Lead in servicing a range of partnership groups, for example, the Bury Employment, Skills and Health Task Group, the Bury Business Leadership Group and other working groups as necessary including arranging meetings and producing accurate, timely minutes and agreed agendas. * Lead and develop Bury’s Business Engagement Strategy and related work plans. * Assist with engagement with developers, investors, employers, voluntary and community groups and training providers to maximise local employment and training opportunities arising from investments or growth. * To assist in the promotion of Bury Council’s Social Value Policy, to liaise with other departments and to monitor the implementation of the policy and make recommendations to amend or improve the process. * Assist in the investigation and identification of potential funding sources to support the Units work streams. * Assist in the maintenance and development of relationships with providers of business support services to the business community. These can include but not exclusive to the Business Growth Hub, Greater Manchester Chamber of Commerce, and other business networks.   **General:**   * Assist in drafting reports and presentations to final draft stage with limited supervision. * Prepares reports for, and attends as required, internal and external meetings as appropriate representing the Council.   **Safeguarding:**   * As an employee of Bury Council you have a responsibility for, and must be committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults and for ensuring that they are protected from harm.   **Equality Diversity and Inclusion:**   * Bury Council is committed to equality, diversity and inclusion, and expects all staff to comply with its equality related policies/procedures, and to treat others with fairness and respect.   **Health and Safety:**   * The post holder is responsible for Employees Duties as specified with the Corporate and Departmental Health and Safety Policies.   **Health and Wellbeing:**   * As an employee of Bury Council you should contribute to a culture that values and supports the physical and emotional wellbeing of your colleagues.   Where an employee is asked to undertake duties other than those specified directly in his/her job description, such duties shall be discussed with the employee concerned who may have his/her Trade Union Representative present if so desired. (See paragraph 203 of supplemental Conditions of Service   |  |  |  | | --- | --- | --- | | **Job Description prepared by:** | **Sign: Tracey Flynn** | **Date: 22/11/19** | | **Agreed correct by Post holder:** | **Sign:** | **Date:** | | **Agreed correct by Supervisor/Manager:** | **Sign:** | **Date:** | | |



**DEPARTMENT FOR RESOURCES AND REGULATION**

**Economy and Business Engagement Officer**

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| **CORE BEHAVIOURS FOR THE POST (Please tick those relevant)** | | | |
| Commercial Thinking & Analysis | **✓** | Planning | **✓** |
| Customer Service | **✓** | Developing Self & Others | **✓** |
| Delivering Results | **✓** | Teams, Networking & Partnerships | **✓** |
| Values, Ethics & Diversity | **✓** | Adapting to Change | **✓** |
| Delivering a Quality Service(Continuous Improvement) | **✓** |  |  |

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| **SHORT-LISTING CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| Educated to degree level in a relevant social science degree and/or evidence of work experience to a similar standard. | ✓ |  |
| Evidence of leading a range of projects to successful completion | ✓ |  |
| Experience of leading strategic work in a large, complex organisation | ✓ |  |
| Experience of collaborating successfully with partners on joint projects | ✓ |  |
| Experience of leading, designing and hosting significant high profile events | ✓ |  |
| Strong understanding of current issues in local government relating to business and economic growth agenda – at both a local, regional and national level | ✓ |  |
| Ability to communicate, both written and orally, to a wide variety of audiences including Senior Officers, Elected Members and local residents | ✓ |  |
| Planning, organisation and co-ordination skills – proven ability to prioritise | ✓ |  |
| Experience of research methodology and the analysis of intelligence/information | ✓ |  |
| Knowledge of relevant funding streams, managing and accounting for expenditures obtained from successful funding and grant bids | ✓ |  |
| Motivation and drive to deliver high quality results | ✓ |  |
| Ability to problem solve in an expedient manner | ✓ |  |
| Negotiation and persuasion skills | ✓ |  |

**CRITERIA FOR INTERVIEW AND OTHER ASSESSMENT METHODS**

**The short-listing criteria listed above only.**