



**Job Profile and Working for Stockport Council**

Our Council

Our employees are our **greatest asset**. We’re proud of the way we provide vital frontline services every day and work together, as **one team.**

Our 4 **core values** as shown above, run through everything that we do, and we aim to stay **true** to them regardless of the challenges that we may face.

To **support** our values, we have policies, guidance and procedures around health, safety and welfare, customer care, emergency planning and security that all our **colleagues** are adhering and working to.

We also **pride** ourselves on our commitment to wellbeing and inclusivity of our colleagues and residents.

You can find out more about working for Stockport Council and some of the benefits that we offer our employees at <https://greater.jobs/locations/stockport/>

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| **Role:**  |  |  Economy, Work and Skills Support officer |
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| **Service Area:** |  | Regeneration and Development |
|  |  |  |
| **Directorate:** |  | Services to Place |
|  |  |  |
| **Salary Grade:** |  |  Scale 5 |

**About the Job**

**Main Purpose of the Job**

* Contribute to, and support, the delivery of the work of the Economy, Work and Skills Service, the Place Directorate and the wider Council.
* To assist with income generation activities for the service.
* To ensure that the Council manages its resources effectively, delivering value for money, exploiting opportunities to drive out inefficiencies and generating income where appropriate.

**Key Responsibilities**

* To create, implement and maintain systems and processes associated with the Economy, Work and Skills Service’s core business.
* Working with the Economy, Work and Skills managers and officers, support the operational delivery of projects and initiatives which ensure an inclusive approach to business growth, encourage the development of skills to meet business growth needs and promote Stockport as a business location.
* Support the development of social and multi-media communications campaigns and strategies with measureable results that support agreed priorities and change behaviours. Manage the Growth Team’s social media activity ensuring opportunities to promote events, activities and initiatives are maximised through social media.
* Produce and distribute Stockport Business Bulletin ensuring content is relevant and appropriate to local business community.
* Work with a range of stakeholders to promote Apprenticeship starts in a wide variety of sectors, internal and external to the council and schools.
* Contribute to, and be an active member of, the Service, helping to develop interventions and achieve results.
* Support and lead on the organisation, delivery and evaluation of key events, such as the jobs fair and post 16 information event, for example. Undertake the organisation of events and initiatives such as the jobs fair, post 16 information event and Meet the Buyer; and support their delivery.
* Staffing of the Apprenticeship Store to provide information, advice and guidance to businesses, residents, parents / carers and providers to increase the number of apprenticeships and the number of businesses doing apprenticeships.
* Create and maintain systems for recording, analysing and reporting on a range of data and qualitative information, including monitoring of Employment and Skills Development Agreements.
* Track, interpret and disseminate labour market and economic performance indicators. To gather local intelligence on employment and skills trends where this adds value to the work of other partners (e.g. GM New Economy).
* Support the delivery of sector support networks for businesses, gathering and sharing intelligence and information on business needs and consultation exercises with businesses, residents, parents / carers and providers.
* Operational management / Health and Safety / Building management (in consultation with Estate and Asset Management) for the Apprenticeships Store, including maintaining stock/ ordering/ raising invoices for the Service.
* Have an understanding of young people who are disadvantaged and / or have additional needs.
* To monitor the Council’s business webpages ensuring all information is accurate and up to date.
* Act as a link between the Service and Education and Careers Advice Service to make sure all information is shared and to improve NEET figures and positive outcomes.
* To review and update key documentation such as Stockport Economic Alliance Members Guide and web pages, Large Employers List and List of Networking Events.
* To manage business contact databases, ensuring information is accurate, up to date, comprehensive and in a presentable format.
* Work flexibly within the role and support general activities for Economy, Work and Skills, the Place Directorate and the Council, including civic and service resilience and business continuity.
* Recognise and respond to the political environment and expectations, addressing any sensitivity and supporting the Head of Service with the production of briefing information and reports for members.
* To work positively and inclusively with colleagues and customers so that the Council provides a workplace to deliver a service that does not discriminate against people on the grounds of their age, disability, gender reassignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex, or sexual orientation.
* To fulfil personal requirements, where appropriate, with regards to Council policies and procedures, standards of attendance, health, safety and welfare, customer care, emergency, evacuation, security and promotion of the Council’s priorities.

**Additional Information**

The responsibilities set out in this document, in the advert and any additional information are intended to provide a flavour of the work you will carry out. It is not possible to include everything you will be asked to undertake, and we expect all colleagues to work flexibly according to business needs and to enhance your own development. Your skills, abilities and training needs will be taken into account and discussed with you when any significant changes to your role are needed. In line with our flexible approach you may be required to work from home for a proportion of your time or from any of the Council's sites across the borough.

The Council is an inclusive employer and holds the Disability Confident and Armed Forces Covenant accreditations. If you have a disability, we will support you by implementing reasonable adjustments to enable you to perform your role.

**About You**

Please use your application to tell us how well you meet the criteria listed below as these are the key skills, experience, technical expertise and qualifications needed to be successful in the role. We will then use all the information you provide in your application to help us decide whether you are shortlisted for interview. Any interview questions or additional assessments such as tests or presentations may also be broadly based on these criteria:

* Experience of managing programmes and/or workloads, achieving objectives to time and quality, with value for money.
* Experience of responding professionally and proactively to enquiries.
* Experience of working with IT systems to manage data, information and communications via social media and email.
* Experience of working to, and achieving, challenging targets on delivering improved outcomes.
* Experience of supporting projects and teams.
* Experience of supporting the delivery of large scale events and projects.
* Excellent communication skills and a proven ability to work effectively as part of a team to achieve results.
* Evidence of knowledge and experience of responding to requests from businesses to support their needs.
* Educated to degree level or equivalent professional experience.
* Making most efficient and effective use of resources available.
* Managing own workload effectively and taking responsibility for own development.
* Developing and Maintaining Effective Working Relationships.
* Communicating with Others.
* Making Effective Decisions.

To work to the Council’s values and behaviours by:

* Keeping the people of **Stockport** at the heart of what we do
* Succeeding as a **team**, collaborating with colleagues and partners
* Driving things forward with **ambition**, creativity and confidence.

Showing value and **respect** to our colleagues, partners and customers.