

Strategic Growth Officer

Role Profile



TRAFFORD
COUNCIL

Service: Place
Grade: Band 7
Reporting to: Strategic Growth Manager

About Us

Trafford is a great place to live, work, learn and visit. From its leafy suburbs, to its more urban areas, the borough takes pride in its strong, diverse communities, its cultural and sporting heritage and its position at the heart of the region's economic powerhouse.

Trafford Council and its partners in the public, private and third sectors are embarking on a Vision which sees us working together to close inequality gaps and maximise Trafford's huge potential.

Our vision: Working together to build the best future for all our communities / everyone in Trafford.

Our vision is about giving people in Trafford greater choice about where they live; to build and sustain in thriving communities; and to develop areas which we can all take pride in. It's about people living healthily; receiving care when they need it and having access to our green spaces with great transport links across the borough.



Our Culture

Trafford Council employs around 2300 non-school members of staff and as one of the biggest employers in the borough, we work hard to make Trafford Council an employer of choice. We care what you think and believe you are more than just a job role. We have a great benefits' package and a real focus on your health and wellbeing, as well as, extensive learning, succession and development opportunities.

For us, it's not just about *what* we achieve as an organisation, but *how* we do it. Therefore, all employees are expected to display our **EPIC** values.

At Trafford Council we are EPIC

We EMPOWER – We inspire and trust our people to deliver the best outcomes for our customers, communities and colleagues.

We are PEOPLE CENTRED – We value all people, within and external to the organisation and give those around us respect. We will act with honesty and integrity in all that we do, and create an environment that enables everyone we work with to thrive and succeed.

We are INCLUSIVE – We are committed to creating an environment that values and respects the diversity and richness differences bring

We COLLABORATE – We build relationships, collaborate; treat people as equal partners and work together to make things happen.

About the Role

This Role Profile outlines the key tasks you will be expected to perform to give you an understanding of a typical day and the key activities that you will be expected to deliver or contribute to the delivery of.

The 'About You' section explores what qualifications, experience, skills and knowledge you will need for the role.

We are a values based organisation and you will need to reflect our values, as well as the requirements in 'About You' in your application.

Your Main Priorities

- To provide effective support to and/ or manage projects and programmes relating to the Council's response to the UK's withdrawal from the EU. To help lead on the development and implementation of a range of development projects, action plans and initiatives designed to support existing businesses in dealing with the implications of the withdrawal and secure investment/growth in Trafford.

Key Duties

- To work closely with the Manchester Growth Company and other partners to deliver support and services to businesses that may be affected by the UK's withdrawal from the EU, ensure that businesses are kept up to date with the latest information and advice on the transition, provide a co-ordinated and targeted approach, pool resources and to develop mitigation measures.
- To liaise with local businesses, promote Trafford as a business investment location, support businesses through any impacts and play a key role in the development and delivery of effective business engagement initiatives.
- To promote the Trafford Small Business Loan Fund for new and existing businesses.
- To support the Council's business engagement function and the establishment of business sector groups.

- To provide project support to the Transition Working Group set up within the Council, including developing and managing the Transition Preparedness Plans and working closely with operational services to review existing operational processes and procedures and identifying how these could be managed/ improved in light of the scenario.
- Provide advice and make recommendations based on up to date knowledge and analysis of policies and strategies. This includes providing clear communication to local businesses to support their own preparations.
- To develop and maintain strong, effective relationships with key stakeholders including the private, public and community sector.
- To support the delivery of a range of economic development projects and initiatives which are designed to increase jobs, raise skills, maximise private sector investment and support business growth.
- To work in partnership with external agencies to ensure programme delivery.
- To have strong written and verbal communications skills as well as the ability to organise and co-ordinate meetings and managing project plans, risks and issues logs.
- To work constructively and cooperatively with other Council Directorates and provide appropriate advice and support as required.
- To handle enquiries from the private, public and community sectors; including dealing with inward investment and business enquiries.
- To produce complex information in a range of appropriate formats including reports, briefing notes and presentations, timely and accurately.

About You

Qualifications and Professional Development

- Degree or equivalent and relevant Professional Qualification.
- Evidence of continuing personal and professional development (CPD).

Experience and Knowledge

- At least 3 years' experience of working in economic development, business support or a related field.
- Experience in project development, implementation, management and monitoring.
- Experience of working closely with the private sector.
- Experience of working with public sector organisations.
- Detailed knowledge of legislation, policies, concepts and principles relating to Brexit, economic development and business support.
- Knowledge and experience of business support delivery in a complex environment.

Skills and abilities

- Ability to manage projects effectively and work to tight deadlines.
- Ability to deal with complex and contentious issues.
- Ability to communicate effectively with colleagues, managers and partner organisations both verbally or in writing.
- Ability to interpret, analyse and present complex data and/or information in a format easily understood to all audiences.

- Ability to work closely with the private sector and key public sector stakeholders.
- Ability to work as part of a team and on own initiative.
- Ability to work in a political environment.

Special Conditions

- Access to a car or ability to travel within the borough and GM using public transport.

Date prepared/revised: Mar 2020

Prepared/revised by: MR / AM

Health and Safety

To operate safely within the workplace with regard to the Council's health and safety policies, procedures and safe working practices. To be responsible for your own Health and Safety and that of other employees.

Equalities & Diversity

To work within the Council's Equalities and Diversity Policy, embracing through personal example, open commitment and clear action that diversity is positively valued, resulting in access for all by ensuring fair treatment in employment, service delivery and external communications.

Customer Care

To continually review, develop and improve systems, processes and services in support of the Council's pursuit of excellence in service delivery. To recognise the value of its people as a resource.

Training and Development

To identify training and development needs with your manager, taking an active part in your Personal Development and Review Plan. To access development opportunities as they arise and share learning with others and where appropriate, actively encourage a learning environment and development within others.

Policy

To work at all times within the established policies and practices of the Council, within the framework established by the Council Constitution and associated guidance.

Information Governance

Confidentiality is of prime importance. In the normal course of duties, the post holder will have access to personal and or sensitive information relating to service users, staff and contractors, as well as information of a commercially sensitive nature. Such information should not be communicated to anyone outside or inside the Council unless done in the normal course of carrying out the duties of the post. Disciplinary action will be considered where a breach of confidence and or data breach has been established.

All information obtained or held during the post-holders period of employment that relates to the business of the Council and its service users and employees will remain the property of the Council. Information may be subject to disclosure under relevant legislation.

To ensure information is shared safely and complies with information governance standards and associated legislation.