



Stockport Council Job Description

Post Title: Senior Growth Officer Grade 2
Service Area: Growth
Directorate: Place

Salary Grade: S02

Responsible to: Growth Manager

Responsible for: Growth Support Officer, consultants, contractors, work experience/students as required

Main Purpose of the Job:

- To provide high quality, cost effective services and/or project management to manage and deliver services and/or projects, taking a holistic, joined up view of service and/or project design, delivery and evaluation. The services and/or projects the postholder will be involved with are likely to change and be varied but will primarily be associated with achieving economic and housing improvement and growth
- To ensure that the Council manages its resources effectively, delivering value for money, exploiting opportunities to improve efficiencies and generating income where appropriate.

Job activities: Summary of Responsibilities and Key Areas:

- Contribute to the key aims and objectives of the organisation, both within the post holder's specific remit, across Growth, Place and the Council as a whole.
- Contribute to and be an active member of the service
- Comply and ensure compliance with the Council's policies and procedures
- Develop a shared understanding and knowledge of your own and other Growth service areas.
- Respond to issues requiring an in-depth understanding of work-area and policies and procedures.
- Take ownership of inquiries and issues to ensure they are addressed and resolved in a thorough and timely manner.
- Identify issues and opportunities, consider risks and develop solutions through in-depth information gathering and analysis.
- Prioritise work, taking into account own workload, project timelines and other deadlines.
- Make objective decisions at the appropriate level guided by varied procedures and practices requiring a high level of understanding and some interpretation and provide advice and feedback to support accurate decision making.
- Analyse and interpret a range of data sources to inform decisions, taking a creative approach, and with reference to a variety of policies, procedures, and past practices.
- Communicate sometimes complex information in a succinct and engaging manner using appropriate styles, methods and timing including digital channels to maximise understanding and impact.
- Establish and maintain relationships with a range of colleagues, partners, stakeholders, residents and teams to support the delivery of service, directorate and Council outcomes.
- Work with colleagues, stakeholders and partners to improve service/project delivery and develop new models of delivery.
- Use project management skills and techniques to achieve outcomes, identifying risks and mitigating actions.
- Develop and maintain systems to review service/project delivery to provide quality and value for money.
- Work with teams to set priorities, goals, objectives and timescales and develop plans to improve service/project quality.
- Work flexibly within the role and support general activities within Growth, Place and the Council.

Additional duties:

To work positively and inclusively with colleagues and customers so that the Council provides a workplace and delivers services that do not discriminate against people on the ground of their age, sexuality, religion

or belief, race, gender or disabilities.

To fulfill personal requirements, where appropriate, with regard to Council policies and procedures, health, safety and welfare, customer care, emergency, evacuation, security and promotion of the Council's priorities.

To work flexibly in the interests of the service. This may include undertaking other duties provided that these are appropriate to the employee's background, skills and abilities. Where this occurs there will be consultation with the employee and any necessary personal development will be taken into account.

ANNEX
Senior Growth Officer Grade 2

This Annex provided a brief overview of the range of activities that may be undertaken by this role within each function. It is not a comprehensive list of activities.

Function	Activities
	<p>Within this role the postholder will be required to either:</p> <ul style="list-style-type: none">• Deliver and facilitate the delivery of strategies, action plans, a programme of business engagement and a range of initiatives that help to build and support a strong, thriving and sustainable economy• Work in partnership across the Council, borough and Greater Manchester to improve employment opportunities and grow and attract businesses within/to the borough <p>And/or:</p> <ul style="list-style-type: none">• Develop, deliver and manage projects to enhance, regenerate and develop Stockport, with particular emphasis on the town centre and residential development• Work with developers, partners, agents and stakeholders to secure the appropriate development of Stockport• Deliver and monitor strategies and action plans to secure the regeneration of Stockport <p>And/or:</p> <ul style="list-style-type: none">• Lead on the management of externally funded programmes of work and support project leads on external funding sources and tactics



Stockport Council Competency Person Specification

Post Title:

The criteria listed below represent the most important skills, experience, technical expertise and qualifications needed for this job role.

Your application will be assessed against these criteria to determine whether or not you are shortlisted for interview. Any interview questions, or additional assessments (tests, presentations etc.) will be broadly based on the criteria below.

Competency	SCORE					Essential or Desirable
	0	1	2	3	4	
Experience of leading productive engagement with a range of businesses, residents and other stakeholders, responding professionally and proactively to enquiries						Essential
Experience of managing and monitoring projects and/or a diverse workload, achieving objectives to budget, time and quality						Essential
Experience of implementing projects and processes within a political environment.						Essential
Experience of analysing data, evaluating options and provide solutions.						Essential
Experience of working with teams to achieve their goals.						Essential
Experience of managing contracts to achieve value for money and provide a high quality service.						Essential
Experience of organising business, resident/community or partnership related meetings/consultation/engagement and events,						Essential
Experience of working in a local government, public sector or similar environment.						Essential
Knowledge and understanding of economic development, business, the economy, labour market, employment and skills issues, town centre management						Essential
Effective operational management skills with well-developed negotiating and influencing skills						Essential
Effective interpersonal skills working with colleagues to negotiate and influence to achieve positive outcomes.						Essential
Effective organisational skills and knowledge of project management techniques.						Essential
Effective analytical skills with the ability to interpret and identify key issues.						Essential
Degree or equivalent, in a relevant/related subject and/or membership of an appropriate professional body						Desirable
Getting things done through people and helping people to maximise their contribution						Essential
Making most efficient and effective use of resources available						Essential
Delivering services that are focussed on customer needs						Essential
Developing and Maintaining Effective Working Relationships						Essential

Managing own workload effectively and taking responsibility for own development						Essential
Communicating effectively in both written and face to face communication						Essential
Able to make effective decisions and present arguments/facts to help others make decisions						Essential
Understands and actively supports Stockport Councils diversity and equality policy.						Essential
To meet Stockport Council's standard of attendance.						Essential
A willingness to be flexible in a changing environment						Essential

Scoring key

- 0 – Not met essential criteria
- 1 – Partially meets essential criteria
- 2 – Meets criteria
- 3 – Exceeds criteria
- 4 - Exceptional