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| Service and job specific context statement |
| **Directorate:** | Business and Environmental Services |
| **Service:** | Local Enterprise Partnership |
| **Post title:** | Enterprise Partnership Officer |
| **Grade:** | L |
| **Responsible to:** | Head of Service |
| **Staff managed:** | None |
| **Date of issue:** | September 2018 |
| **Job family:** | **P&T - Professional & Technical**  |

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| Job context |
| Enterprise Partnership Officers support Heads of Service in the delivery of Local Enterprise Partnership (LEP) activity, working closely alongside partners and stakeholders. This role provides capacity to take forward the LEP agenda, deliver projects that help to grow the York and North Yorkshire economy and fulfil the priority objectives of the Local Enterprise Partnership.This will include:-* Facilitating the development of programmes and projects that deliver economic benefits for York and North Yorkshire & East Riding;
* Harnessing both public and private sector investment in the delivery of these projects and programmes;
* Ensuring that projects and programmes are delivered effectively and maximise their impact.

You will be expected to work across one of the portfolios described below. |
| Job specifics - Business |
| * To assist the Local Enterprise Partnership in building wider business engagement across the sub region.
* To identify improvement, growth and expansion opportunities for local businesses.
* Understand the needs of the relevant business communities, and work with partners to share and use this understanding to optimise conditions for sustainable growth.
* Excellent business development skills
* Ability to bring an entrepreneurial approach to the delivery of the service, using initiative
* Knowledge of corporate restructuring principles; business finance; international market development; and the state aid system
* To identify improvement, growth and expansion opportunities for local businesses.
* Understand the needs of the relevant business communities, and work with partners to share and use this understanding to optimise conditions for good (sustainable and inclusive) growth.
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| Job specifics – Skills  |
| * Contribute to the delivery of the ‘Inspired People’ (skills) priority in the LEP Strategic Economic Plan
* Provide specialist knowledge of skills initiatives such as apprenticeships, internships, programmes to support people into work and further learning, social inclusion, careers guidance, further and higher education, NEET programmes, and workforce development initiatives
* Engage with and influence skills stakeholders and partners in the LEP area, regionally and nationally
* Maximising visibility of LEP skills priorities, including funding opportunities, training and events
* Contribute to the creation of skills strategies by collating and analysing information and data
* Contribute to the dissemination and delivery of skills strategies
* Monitor and evaluate LEP skills initiatives to inform future programmes
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| Job specifics - Infrastructure |
| * Contribute to the delivery of the Infrastructure priorities within the Strategic Economic Plan and the Infrastructure Delivery Plan.
* Provide specialist knowledge in the development of infrastructure projects (including transport, commercial, housing, and energy projects)
* Develop and advise scheme promoters/applicants regarding the development of capital infrastructure projects
* Ensure delivery of the LEPs funding programmes, including contract and project management and ensuring project compliance with the relevant funding programme
* Providing knowledge and experience of developing project business plans and all aspects of a project timeline
* Contribute to the creation of the LEP strategies by collating and analysing information and data
* Maximising future funding opportunities in order to deliver the Infrastructure needs of the LEP area
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| **Structure** |

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| Job Description |
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| Job purpose | The core focus of these roles is to understand the needs of the relevant business communities, and work with partners to share and use this understanding to optimise conditions for sustainable growth. |
| Operational management | * Supporting the Head of Service in achieving the objectives of the Local Enterprise Partnership (LEP) Delivery Plan
* Support the management and effective delivery of programmes and contracts for which the LEP is responsible; from inception to close down.
* Represent the Local Enterprise Partnership as and when required at meetings with external organisations/partners and at events, conferences and forums (this may involve out of hours work).
* To establish and develop relationships with public and private partners, including networks, providers and stakeholders in order to help them to grow the economy.
* To proactively engage and share information with Enterprise Partnership colleagues and Board members.
* To ensure in developing plans and proposals that they are integrated to the LEP’s strategic direction
* To contribute to the monitoring and evaluation of information, data and performance indicators necessary to ensure continuous improvement of the service, including maintaining appropriate databases, records and progress monitoring.
* Provide input to the preparation and delivery of the annual LEP Delivery Plan.
* To provide input and support to the delivery of the European Structural Funding Implementation Plan (ESIF).
* To bring an entrepreneurial approach to the development and delivery of the service, using initiative and a robust business development approach
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| Communications | * To liaise and negotiate with partners, providers and stakeholders in the delivery of projects and programmes.
* To carry out regular face-to-face and electronic contact with a wide variety of internal and external stakeholders including public sector officers and members, businesses, members of the public and partner agencies.
* To maintain information systems within the LEP, involving establishing and updating records and analysing information to support performance management.
* To liaise at senior level with professional advisers in other relevant authorities and agencies.
* To influence, motivate and negotiate both internally and externally
* To prepare and deliver complex information to a wide range of audiences.
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| Partnership / corporate working | * To engage effectively with public and private sector partners in order to understand how best to enable them to drive economic improvement and growth.
* To share information and feedback from key partners in the region (where confidentiality and data protection allows) bearing in mind commercially sensitive information.
* To establish opportunities for networking and to ensure the coordination, where relevant, of the full range of LEP support services and partner organisations.
* To establish robust relationships with partner organisations, to enable the delivery of activity which benefits LEP priorities
* To make best use of public sector support to realise private sector ambitions within legal and regulatory constraints
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| Resource management | * Support the development and delivery of projects and programmes to implement the Local Enterprise Partnership delivery plan priorities.
* Support the facilitation of project/programme teams with both the public and private sectors in order to deliver the Local Enterprise Partnership priorities.
* Effectively support programmes and projects to achieve successful outcomes; including implementation and close down.
* Support the management of programmes, consultants and contracts for which the LEP is responsible and ensure that agreed milestones and targets are met.
* To support the assessment and evaluation of options to ensure effective delivery of projects and programmes.
* To actively seek and secure funding opportunities that will further the work of the LEP and partners.
* To ensure the effective delivery of the Economic Partnership Unit’s policies, procedures and targets.
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| Systems and information  | * The job role requires the following systems to be used:
	+ Microsoft Office (Word, Excel, PowerPoint)
	+ Online Content Management Systems such as WordPress
	+ Customer Relationship Management systems
* To ensure that timely and accurate reports are submitted in accordance with corporate and external requirements.
* Develop and implement monitoring systems and analyse and disseminate key databases.
* Continual development and improvement of management information systems used for recording programme spend and outputs
* Ensuring that correct and accurate information is produced and disseminated to the relative partners of the programmes for which the County Council is the Accountable Body.
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| Strategic management  | * Ensure that appropriate policies and procedures are in place for all programmes and are implemented.
* To review policies and procedures as required by changes in national legislation and regulation.
* Contribute to the ongoing review of continuous improvement of services.
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| Person Specification |
| Essential upon appointment | **Desirable on appointment** |
| Knowledge* Excellent understanding of the challenges and opportunities for rural/larger business (as appropriate to role)
* Understanding of the support infrastructure for rural/larger businesses
* Knowledge of relevant policy agendas and local, regional and national government structures
* Working knowledge of the principles of business practice to understand corporate decision making
* Good practice in business engagement
* Knowledge of corporate principles such as business models; business finance; market development; and supply chain operation
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| Experience* Significant experience in economic development or business development
* Partnership working
* Project management
* Report writing
 | * Budget management
* Bid writing
* Project development, appraisal and monitoring
* Policy formulation
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| Occupational Skills* Ability to plan and research information; create options; and identify risks and contingencies, working within defined strategies
* Ability to engage and communicate with a range of people in the public and private sector
* Ability to engage, influence and effect change, understanding the key drivers for successful communication
* Ability to solve problems, work effectively with others to find solutions
* Ability to focus on customer outcomes, paying attention to detail, understanding impacts on others
* Ability to plan and develop new ways of working
* Ability to prepare and present all forms of communication, including written and oral, to a high professional standard.
* Ability to organise and prioritise workloads effectively and to meet necessary timescales, working within project management processes.
* Ability to support, challenge and motivate staff, from other service areas, working in multi-disciplinary teams
* Ability to monitor services and practices to ensure agreed standards are maintained and intervene constructively where necessary, with a commitment quality
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| Professional Qualifications/Training/Registrations required by law, and/or essential for the performance of the role* Educated to degree level or equivalent experience
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| Other Requirements* Ability to travel across the county
* Ability to work as necessary outside office hours
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| Behaviours  | [Link](http://www.northyorks.gov.uk/article/23524/What-you-should-know-before-applying-for-a-job) |

NB – Assessment criteria for recruitment will be notified separately.
Optional - Statement for recruitment purposes: You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process.