

## Job Description

Job Title: **PROJECT OFFICER – ECONOMIC DEVELOPMENT, EMPLOYMENT AND SKILLS**

POSCODE: **NRTHNJC0664**

Grade: **Grade 6**

### Overall purpose of the job

Please write one or two sentences about why the job exists. Focus on the achievement of the key end results of the job.

The purpose of this job is to support growth of the local economy and promote North Northamptonshire as a great place to do business, visit and live. The Postholder will undertake a range of projects and initiatives that will principally focus on improving Employment and Skills outcomes.

### Main accountabilities

Please list the accountabilities in descending order of priority. Please include 6-9 accountabilities.

	<b>Main accountabilities</b>
1.	Act as a Council key contact for employers within North Northamptonshire.
2.	Deliver, assist and co-ordinate projects and programmes, particularly relating to Employment and Skills, to support the delivery of the Corporate Plan, Economic Growth Strategy for North Northamptonshire and other key plans and strategies, including attendance at and organising partner meetings, business events and exhibitions.
3.	Develop and maintain strong relationships with external partners in particular education, skills and training providers to help ensure a co-ordinated and effective approach to business support across North Northamptonshire.
4.	Support the development and delivery of Employment and Skills initiatives relating to the promotion of North Northamptonshire for Inward Investment opportunities as well as local direct investment.
5.	Work with employers and partner organisations to deliver and support recruitment, careers and skills initiatives.
6.	Contribute to KPI monitoring and the production of analysis, reports, strategies and presentations on the local economy.
7.	Help maintain a CRM system to help track and support local business enquiries and interactions with the Council.
8.	Monitor and report local, regional and national trends that may impact North Northamptonshire's economy.
9.	To demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.

**Safeguarding commitment** *(Include for roles involving work with children/vulnerable adults)*

We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We require you to understand and demonstrate this commitment.

## Person Specification

### Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job - overseas equivalents will be recognised.

(Please note for some roles you may be required to register with a professional body e.g. Social Work England that have specific rules in relation to overseas qualifications).

Qualifications Required	Subject	Essential/ Desirable
Educated to degree level or equivalent in a relevant subject, or equivalent by experience.	Business, planning, geography or related	Essential
Evidence of continued professional development.	In a related field of activity	Essential
Membership of a professional body	Institute of Economic Development or similar	Desirable

Minimum levels of knowledge, skills and experience required for this job

Identify	Describe	Essential/ Desirable
<b>Knowledge &amp; experience</b>		
Economic development	Experience and knowledge of economic development project delivery focussed on employment and skills, within a local or central government or related context, with demonstrable and proven record of achievement in the same.	Essential
Businesses	Knowledge of businesses, how they operate and what challenges they face.	Essential
Business support	Knowledge and understanding of Business Support and its relevance in helping businesses overcome issues, promote growth and ensure business retention.	Essential
Local economy	Clear understanding of local, regional and national economic development issues and how they impact the area and business.	Essential
Local authority	Experience of working for a local authority	Desirable
<b>Skills</b>		
Working relationships	Ability to develop and maintain strong working relationships with a wide range of partners, including internal and external stakeholders.	Essential
Communication skills	Excellent written and oral communications skills	Essential
Technical skills	Ability to use CRM systems to document	Desirable

	business engagement activity and key account management	
Programme or project management skills	Skills delivering projects or programmes	Desirable
Problem solving	Ability to identify problems, assess options, and develop solutions	Essential
Analytical skills	Ability to analyse and present complex information clearly	Essential
Numeracy and IT Skills	Strong numeracy and IT skills including competency in MS Word, Excel, PowerPoint, Teams and Outlook.	Essential
<b>Equal opportunities</b>	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs	Essential

### Disclosure level

What disclosure level is required for this post?	None	Standard