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| Stockton-on-Tees Borough Council | JOB DESCRIPTION |
| **Directorate:****Finance, Development & Business Services** | Service Area: Inclusive Growth and Development |
| **JOB TITLE: Place Development Officer** |
| **GRADE: L** |
| **REPORTING TO: Place Development Manager** |
| **1.** | **JOB SUMMARY:** To assist with the development and delivery of strategies, plans and interventions to achieve the Council’s priorities for Inclusive growth and development. This includes the project management of place related programmes and projects ensuring successful outcomes are delivered. |
| **2.** | **MAIN RESPONSIBILITIES AND REQUIREMENTS** |
|  | 1. | To support the team in the initiation and delivery of place related development programmes and capital projects ensuring successful outcomes are delivered. |
|  | 2. | To manage all assigned project activity within defined governance arrangements and ensure that best practice is maintained through all aspects of delivery, review, consultation and communication. |
|  | 3. | To manage all assigned project staff, budgets and services efficiently and in accordance with the Council’s policies and procedures. |
|  | 4. | To identify, describe and manage independencies between projects within a complex programme of activity. |
|  | 5. | To review, maintain and monitor systems for the delivery of programmes and projects within an agreed project management framework. |
|  | 6. | To project manage, monitor and evaluate programmes and projects including the financial monitoring of project budgets. |
|  | 7. | To work collaboratively with internal and external partners to ensure a cohesive and efficient approach to defining, developing and delivering priorities, plans and schemes to successfully achieve Inclusive Growth outcomes |
|  | 8. | To capture, interrogate and analyse data and intelligence to inform service improvement & Council decision making. |
|  | 9. | To maintain awareness of funding opportunities and to participate in preparing bids for external funding for projects as relevant. |
|  | 10. | To support the wider economic growth & development role of the service, Council and Tees Valley Combined Authority, to be successful |
|  | 11. | To actively collaborate with others including other Council services, partner agencies, government bodies, the private sector and other relevant organisations as required. |
|  | 12. | To assist in the preparation and presenting of reports to Management, Cabinet, committees and boards as required |
|  | 13. | To have knowledge of statutory powers and guidelines governing your work area |
|  | 14. | To undertake such other duties and responsibilities commensurate with the grading and nature of the post. |
| **3.** | **GENERAL** |
| **Job Evaluation -** This job description has been compiled to inform and evaluate the grade using the NJC Job Evaluation scheme as adopted by Stockton Council. |
| **Other Duties -** The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder. |
| **Workforce Culture and supporting behaviours and Code of Conduct –** The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.**Shaping a Brighter Future –** The post holder will embrace the Council’s “Shaping a Brighter Future” programme.**Personal Development** –As defined by the Council’s Culture Statement, all employees will take responsibility for their own development **Customer Services –** The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.**Policies and Procedures –** The post holder is required to adhere to all Council Policies and Procedures. |
| **Health and Safety –** The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.**Safeguarding –** All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council’s Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.  |
|  | Name: | Signature: | Date |
| Job Description written by: (Manager) | Antony Phillips |  | 05/03/2021 |
| Job Description agreed by: (Post holder) | ….................………… | ….................……… | …............... |

**Job Description dated March 2021**



**PERSON SPECIFICATION**

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| Job Title/Grade | **Place Development Officer** | **L** |
| Directorate / Service Area | **Finance, Development & Business Services** | **Inclusive Growth and Development** |
| Post Ref:  |  |

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|  | **ESSENTIAL** | **DESIRABLE** | **MEANS OF ASSESSMENT** |
| Qualifications  | * Educated to degree level or equivalent in a relevant subject area.
* Membership of relevant professional body or equivalent demonstrable level of relevant work related experience.
* Demonstration of continuous professional development.
 | * A recognised programme or project management qualification is desirable but not essential.
 | Application form |
| Experience | * An understanding of the relevant policies and factors associated with Inclusive Growth.
* Experience of working in a complex political environment.
* Experience in delivering programmes, projects to successful completion including financial monitoring.
* Experience in directing project assigned staff.
* Experience of coordinating internal and external technical consultants as part of project delivery.
* Experience in consulting and engaging with Elected Members, external agencies, businesses and the community.
* Experience in making presentations in a public setting and at board/committee meetings.
* Experience in decision making covering complex and varied service issues.
* Experience of promoting positive cultural change.
* Experience of implementing improvements to services and demonstrating outcomes.
* Experience of delivering positive media messages.
 | * Experience of identifying funding opportunities and preparing external funding bids.
 | Application / Interview |
| Knowledge & Skills | * Ability to set and work to deadlines effectively.
* Ability to communicate effectively
* Ability to project manage programmes and projects within a structured framework or methodology
* Ability to capture, interrogate, analyse and interpret complex data and information from a range of sources and use it effectively to inform service priorities and improvements
* Ability to work in partnership across the public and private sectors.
* Ability to demonstrate customer sensitivity and awareness.
* Knowledge of business-related activities.
* Good understanding of business needs.
* Ability to manage and control project related budgets.
* Ability to work flexibly and adapt to changing work priorities.
* A good knowledge and the practical application of technology applications in Word, Excel, Power Point, Project, Internet, some graphics work and client relationship management systems.
* Ability to identify and deliver positive communication messages through a variety of media
 | * An understanding of the funding and financial issues relevant to the development of projects.
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| Specific behaviours relevant to the post | * Awareness of the wider economic situation, locally and nationally.
* Ability to positively promote the Council and the Inclusive Growth, Planning & Development Service.
* Confidence to work independently dealing with project issues across the Inclusive Growth discipline.
* Ability to think widely and solve complex problems logically.
* Ability to communicate both orally and in writing with a wide range of people and organisations.
* Confidence to implement innovative solutions and to challenge traditional thinking.
* High personal standards and self-discipline in working to deadlines.
* The ability to benefit from training relevant to the post.
* Highly motivated, energetic, winning, not easily discouraged.
* Pleasant and outgoing personality
* Ability to build positive relationships with stakeholders and partners.
 |  | Application / Interview |
| Other requirements | * Must be able to vary working hours to incorporate evening and weekend meetings as required
* Due to the frequent need for travel across the borough and the need to meet business targets, the need for independent travel is a requirement of this post
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**Person Specification dated March 2021**