



## APPLICATION FOR EMPLOYMENT

Thank you for the interest you have shown in the vacancies within Stockton on Tees Borough Council.

Completed forms can be e-mailed to [recruitment@xentrall.org.uk](mailto:recruitment@xentrall.org.uk) or posted to **Xentrall Recruitment Services, PO Box 891, Stockton on Tees, TS19 1JT**, marking the envelope in the top left hand corner with the post reference number.

In accordance with our recruitment procedures, your application will only be considered if it is received on or before the closing date as shown in the advertisement.

In the interests of economy, applications received via the post are not automatically acknowledged. If you require confirmation that your application has been received please enclose a stamped addressed envelope or telephone 01642 526992.

If you have not been contacted within 4 weeks of the closing date for receipt of applications, please assume that on this occasion your application has not been successful.

## **Economic Development Support Officer**

**Vacancy ID: 011202**

Salary: £24,799 - £26,317 Annually

Closing Date: 23/08/2020

### **Benefits & Grade**

Grade I

### **Contract Details**

Permanent

### **Contract Hours**

37 hours per week

### **Job Description**

The Economic Development Team carry out a number of functions including Business Engagement and Support, Enterprise assistance and education and employability.

The team is about to embark on an exciting shift in focus by taking a more pro-active role in inward investment and business growth across the Borough including working alongside other teams to explore and undertake direct interventions and developing plans for a more inclusive economy. Also, the team have a significant role to play in providing business intelligence so that interventions, direct or otherwise, are evidence led.

This is fantastic opportunity to join an Economic Development Team in a Borough that is at the heart of the Tees Valley economy.


An online application form and further information is available from [www.stockton.gov.uk/jobs](http://www.stockton.gov.uk/jobs).

Please ensure you refer to the Job Description and the essential and desirable criteria in the Person Specification when completing the Personal Statement on the application form, as this information is used to select candidates for interview.

If you would like an informal discussion about the post, please contact Chris Renahan, Inclusive Growth and Development Manager, on 01642 526025.

The application form is available in alternative formats from Xentrall Recruitment Services, tel: 01642 526992 or email [recruitment@xentrall.org.uk](mailto:recruitment@xentrall.org.uk)

Stockton-on-Tees Borough Council ensures that all customers, both internal and external receive a consistently high quality level of service.

 <b>Stockton-on-Tees</b> BOROUGH COUNCIL		<b>JOB DESCRIPTION</b>
<b>Directorate:</b>  <b>Finance, Development &amp; Business Services</b>		<b>Service Area:</b>  <b>Inclusive Growth &amp; Development – Economic Development</b>
<b>JOB TITLE: Economic Development Support Officer</b>		
<b>GRADE: I</b>		
<b>REPORTING TO: Economic Development Manager</b>		
<b>1.</b>	<b>JOB SUMMARY:</b>  To provide support to the Economic Development team through participation of the development and delivery of business growth activities linked to the delivery of the Economic Strategy. To focus on the planning and delivery of networking and focus groups in line with Inclusive Growth plans.	
<b>2.</b>	<b>MAIN RESPONSIBILITIES AND REQUIREMENTS</b>	
	1	To support with the planning and delivery of networking and customer focus groups linked directly to the delivery of key council documents
	2	To liaise and consult with clients, consultants, stakeholders, community groups, businesses and other interested parties in the delivery of networking and business related initiatives
	3	To support with business engagement and case management related activities including the support of provision of information of services provided by the council and its partner agencies
	4	To support in the maintenance of effective relationships with key stakeholders in the business sector to ensure an appropriate level of Council support and to identify risks and opportunities for growth
	5	To support with the planning and delivery of quality programme of events, business seminars and Business awards activities and delivery of business & enterprise related activities
	6	To support in the capturing of key data and intelligence to ensure accurate record keeping within the approved CRM system
	7	To assist in the marketing and management of Council owned business & enterprise facilities
	8	To liaise and consult with clients, consultants, stakeholders, community groups, businesses and other interested parties in the delivery of networking and business related initiatives
	9	To support in assisting in the preparation and presenting of reports to Cabinet, committees and boards as required

	10	To support in the delivery of social media campaigns and delivery of Made in Stockton related activities to support in the promotion of businesses within the Borough
	11	To adopt, utilise and demonstrate Customer Service Excellence principles.
	12	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.

**Job Description dated: May 2020**



## PERSON SPECIFICATION

Job Title/Grade	<b>Economic Development Support Officer</b>	<b>Grade I</b>
Directorate / Service Area	<b>Finance, Development &amp; Business Services</b>	<b>Inclusive Growth &amp; Development – Economic Development</b>
Post Ref:	<b>POS010884</b>	

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>MEANS OF ASSESSMENT</b>
Qualifications	<ul style="list-style-type: none"> <li>- Educated to degree level or equivalent in a relevant subject area or equivalent demonstrable level of relevant work related experience</li> </ul>	<ul style="list-style-type: none"> <li>- Membership of relevant professional body</li> </ul>	Application form
Experience	<ul style="list-style-type: none"> <li>- Provision of relevant high quality business information and guidance.</li> <li>- Planning and delivering quality networking events, business seminars and business awards activities</li> <li>- Supporting and delivering business &amp; enterprise support related activities</li> <li>- Delivering social media campaigns and activities to support the promotion of businesses within the Borough</li> </ul>	<ul style="list-style-type: none"> <li>- Experience in consultation techniques involving Members of the Council, external agencies, businesses and the community</li> </ul>	Application / Interview

Knowledge & Skills	<ul style="list-style-type: none"> <li>- An understanding of the relevant policies and issues associated with economic development.</li> <li>- An understanding of the factors impacting on economic development and success</li> <li>- Ability to work flexibly and adapt to changing work priorities.</li> <li>- A good knowledge and the practical application of information technology including Word, Excel, Power Point, the Internet, social media, graphics applications and client relationship management systems</li> </ul>	<ul style="list-style-type: none"> <li>- Ability to participate within a structured programmes and projects governance framework.</li> <li>- Ability to oversee business support providers</li> <li>- 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</li> </ul>	Application / Interview
Specific behaviours relevant to the post	<ul style="list-style-type: none"> <li>- Demonstrate the Council's Behaviours which underpin the Culture Statement.</li> <li>- Ability to be innovative in responding to changing situations.</li> <li>- Ability to actively participate in all aspects of the delivery of workshop based activities</li> <li>- A pleasant and outgoing personality, with enthusiasm and the ability to inspire others.</li> <li>- The ability to communicate both orally and in writing with a wide range of people and organisations.</li> <li>- High personal standards and self-discipline in working unsupervised and to deadlines.</li> <li>- Ability to work as part of a team involving people from a wide range of backgrounds including residents, businesses, external partners and Members.</li> <li>- Support with Administration duties relating to the maintaining of accurate and complete records</li> <li>- Ability to benefit from training relevant to the post.</li> </ul>	<ul style="list-style-type: none"> <li>- Ability to work independently dealing with project issues across the economic development discipline.</li> <li>- Ability to manage sensitive and confidential information, and knowledge of data protection and data security, where relevant.</li> </ul>	Application / Interview

Other requirements	<ul style="list-style-type: none"><li>- Must be able to vary working hours to incorporate evening and weekend meetings as required</li><li>- Due to the frequent need for travel across the borough and the need to meet business targets, the need to drive a car is a requirement of this post</li></ul>		
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**Person Specification dated: May 2020**

## **Conditions of Service**

### **General**

Conditions of service will vary from service to service. However, there are some general points to cover.

Conditions of service generally are those contained in the appropriate National Joint Council Schemes but have been supplemented in a number of areas by locally agreed conditions. The relevant Handbooks are available for reference in all departments.

### **Office Hours**

The normal working week is 37 hours. Council offices are generally open to the public from 8.30 a.m. to 5.00 p.m. (4.30p.m. on Friday). The majority of office staff are able to take part in the Councils flexible working hours scheme. Elsewhere, fixed hours or shift working may be operated according to the needs of a particular service.

### **Annual Leave**

The basic annual leave entitlement is 26 days plus 8 public holidays. Employees with 5 years continuous service receive 31 days annual leave.

### **Sick Pay**

Most employees are covered by the provisions of the nationally agreed sick pay schemes which allow periods of absence on half pay and full pay according to length of service.

### **Pension**

You will automatically be entered into the Local Government Pension Scheme (LGPS) unless you choose to opt out. This is a contributory pension scheme and meets Government standards for automatic enrolment. If you do not opt out within three months of joining the LGPS, you will not be eligible to receive a refund of your contributions but will instead be given deferred benefits within the Scheme. If you decide to opt out of the Scheme your employment, earnings and age will be monitored in line with automatic enrolment guidelines.

### **Medical Examination**

Before commencing your employment, you will need to complete a medical questionnaire and may be subject to a medical examination.

### **Probation**

New entrants to Local Government will be required to complete a six month probationary period.

### **Equal Opportunities**

The Council is working towards an environment where all employees, residents and service users receive equal treatment regardless of gender or gender reassignment, marital or civil partnership status, sexual orientation, age, disability, race, religion or belief, social origin, pregnancy and maternity.

### **Job Sharing**

A voluntary Job Sharing Scheme is in operation. Applications to job share are welcome and there is no requirement for you to apply with a partner.

### **Payment of Salaries**

Salaries are paid monthly on the last working day of the month. All payments are made by credit transfer direct to a nominated bank or building society.

### **Smoking Policy**

The Council operates a No Smoking Policy.



**Politically Restricted Posts**

The Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 designate certain posts as politically restricted. If this is the case it will be detailed on the job description and means that you would be disqualified from being a member of a Local Authority, the House of Commons or of the European Parliament. Further information is available upon request.

**Rehabilitation of Offenders Act 1974**

Having a criminal record will not necessarily bar you from working for the Council. This will depend on the nature of the post and the circumstances and background of your offence(s). To assist the Council in determining the suitability of your employment, certain posts are subject to a DBS check. If this is the case an appropriate statement will appear in the recruitment advertisement.