**NI INTERCHANGE SCHEME**

# Hosting Opportunity Proforma

Lisburn & Castlereagh City Council

 Name of Host

 Organisation

**1. Interchange Manager’s details**

Emma Woods

 Name

 Organisation/

Lisburn & Castlereagh City Council

 Department

Lagan Valley Island

Lisburn

BT27 4RL

 Address

N/A

02892 447317

 Telephone Fax number

 Number

Human.Resources@lisburncastlereagh.gov.uk

 E-mail

Type of Opportunity

**Economic Development Officer (2 posts)**

**Fixed term – 2 years secondment**

**2. Details of hosting opportunity**

 Description of opportunity

**Terms and Conditions**

The officer will be expected to work 37 hours per week on a flexible basis. The terms and conditions of employment will be those set out in the NJC National Agreement on pay and conditions of service.

Purpose of the Post

As a member of the Economic Development Team the post holder will be required to:

* To assist the Economic Development Manager with the implementation and project management of a range of high quality, relevant and targeted Business Development initiatives for SME’s in accordance with the agreed Economic Development Strategy, including monitoring and evaluation of key projects arising from the strategy.
* The post holder will Deputise for the Economic Development Manager as required.
* The post holder may assume additional duties as reasonably determined by the Economic Development Manager and participate in interchange of duties to cover for sickness, annual leave and staff vacancies.

Main duties and responsibilities will include:-

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| 1. Assist in the delivery of business development projects and programmes in accordance with the Council’s economic development strategy.
2. Provide quality business services through the efficient and effective use of Council resources. This will include the monitoring the achievement of all targets, annual objectives and performance indicators, improvement plans and project evaluations.
3. Liaise with all appropriate external organisations, including in particular third party project delivery agents, and internal staff to ensure all strategic and operational matters are dealt with efficiently.
4. To comply with operating procedures and financial control systems in accordance with external funding requirements, the Council’s financial regulations as set out in the Accounting Manual and departmental monitoring systems and processing all relevant documentation and conditions required by grant awarding bodies.
5. Assist the Economic Development Manager to monitor income and expenditure targets set as part of the Annual Budget Estimates, and in assessing and controlling these against programme performance.
6. Provision of advice, information and practical support on accessing grants, programmes and funds for local businesses, key stakeholders and officers of the Council. Maintain and develop the profile of the Economic Development Service through ongoing marketing and communications activities and events.
7. In consultation with the Economic Development Manager and Human Resources participate in recruitment and training in accordance with Council strategies and policies.
8. To line manage appropriate Economic Development staff including Project Support Officers, Clerical Officer and/or Economic Development Placement students.
9. To deputise for the Economic Development Manager on any relevant Committee, group/company within and outside the City as deemed appropriate by the Economic Development Manager as well as fostering appropriate collaborative relationships and partnerships.
10. To initiate, manage, deliver and present appropriate research projects in the field of local Economic Development. To provide regular and ad-hoc reports to the Council and Council Officers on any aspect of Economic Development.
11. To ensure compliance with all Health & Safety legislation, published relevant guidelines and Council Health & Safety policies and procedures are complied with in relation to the relevant services and activities.
12. Ensure compliance with Council policies and procedures and operate within the highest standards of management and personal behaviour, which reflect the core values and behaviours of the organisation.
13. Promote equality of opportunity and access in service delivery and in the employment of staff through the mainstreaming of equality within the Council.
14. Ensure the provision of high standards of customer care across all the services provided by the Unit and promote and manage the service effectively and communicate in a way, which enhances and promotes the public image and overall reputation of the Council.
15. Develop and enhance working relationships with relevant partners and stakeholders to maximise corporate and community planning outcomes and to generate innovation in service delivery.

Note:The post holder should be aware that the responsibilities and functional areas of the post may be subject to change as a result of organisational change. The Council therefore reserves the right to change the duties of the post by adding to or amending the range of functional responsibilities. The post holder will be required to be flexible and adaptable to meet the changing needs and requirements of the organisation. |

**3. Skills requirements**

What qualities, skills and experience are required from the individual?

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| **QUALIFICATIONS*** 1. A third level qualification (for example an HNC, HND, NVQ level 4, a degree or equivalent) in the relevant discipline.

**EXPERIENCE*** 1. A minimum of **three years’** relevant experience in each of the following areas:
* Assisting in the delivery of Local Economic Development Programmes, with a focus on enterprise and business development involving Public or European funding of a minimum of £100,000.
* Provision of business advice and information to SME’s, start up and growth, and completion of business diagnostics and assessments of need
* Financial management, analysis and reporting.
* Planning, monitoring and evaluation of economic development projects, in particular enterprise and business development.
* Experience of developing and implementing PR and marketing initiatives for Economic Development projects.
* Market research activities for the development of economic development initiatives, including identifying external funding opportunities.

Where applicants do not hold the qualifications as outlined in **1.1** above, they must demonstrate a minimum of **six** years’ experience as outlined in **1.2** above.**KNOWLEDGE****2.1** A clear understanding of the workings of local government and the wider environment and political context in which it operates.  |

**4. Personnel: Please state below**

 Who will the individual report to?

Economic Development Manager

 Who will be the individual’s line manager and/or reporting officer?

Economic Development Manager

**5. Transfer of learning**

 Please give details of how the Opportunity will benefit your organisation, the

 individual and their organisation.

The opportunity will benefit the individual and organisation by:

1. Developing and delivering projects and programmes in accordance with the Council’s Economic Development strategy.
2. Quality business services through the efficient an effective use of Council resources.
3. Operating procedures and financial control systems in accordance with external funding requirements by monitoring systems and processing all relevant documentation and conditions required by grant awarding bodies.

**6. Logistics**

Please provide details of the likely start date, duration, location, resources (i.e. desk, PC, fax etc.) and funding arrangements for the opportunity.

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| **Start date:** As soon as a suitable candidate has been identified and a release date agreed.**Duration:** Two Year Fixed Term Appointment with renewal subject to performance and agreement of the partnership operational needs. **Location:** The successful candidate will be at Lagan Valley Island, 1 The Island, Lisburn BT27 4RL**Salary Scale:** Salary (range £30,507 - £32,878) **(Under Review)****Selection:** Shortlisting will take place on the basis of the criteria detailed above and final selection will be by interview. **Closing Date**: Applications must be submitted by 5.00pm 06 September 2019 to: For NI Civil Service departmental staff:secondments@hrconnect.nigov.netFor staff from all other Partner organisations: interchangesecretariat@finance-ni.gov.uk |

**7. Endorsement**

 **Interchange Manager**

Emma Woods

Signed

19 August 2019

 Date