

Lancashire County Council Grade Profile

Grade Profile –Technical/Professional - (Grade 10)

Applies to all technical/professional posts at Grade 10.

Purpose

Experienced professionals providing specialist professional services and advice to customers and regularly support/advise senior managers within own specialist area. Uses expertise to deal with highly complex and high risk issues across a range of situations.

Scope of Work

Although they will work within well-defined functional objectives, they will be expected to proactively question or challenge Council practice or procedure based on improvements in technology, legislation or best practice. They may provide technical reference, support daily supervision for a small team of professionals or a large team of para-professionals.

Accountabilities/Responsibilities

The following are a range of duties that are appropriate to this grade.

- Deliver and manage complex and high risk service assignments and activities (e.g. inspections, assessments, investigations, managing caseloads), to meet service requirements and to ensure the best outcomes for both customers and the Council.
- Provide technical assurance and prepare standards, policies and procedures within area of specialism, ensuring compliance with best practice, relevant legislation and Council policy frameworks.
- Shape and influence service planning and budgets, using expertise to identify relevant customer, professional or legislative trends that may impact on delivery.
- Produce and analyse internal service and management information to contribute to the development of new services and innovative working practices.
- Lead on the development and delivery of specific small to medium improvement projects to meet a defined objective to contribute to the continuous improvement of services.
- Design, develop and deliver formal and informal technical training programmes for both internal and external service providers to ensure best practice is delivered across the service.
- Build partnerships/networks both internally and externally to shape and improve multi-agency service delivery as well as use of best practice.

Skills, knowledge and experience

- Typically professionally qualified/relevant degree (or equivalent), plus substantial experience OR substantial vocational experience at a demonstrably professional level.
- Experience of using up to date and authoritative knowledge in a technical/specialist area to support delivery of a complex operation/function/service.
- Experience of working in different operational areas or supporting activity across different service.
- Experience of providing effective support for operational activity or service undergoing change and challenge.
- Proven ability to implement and deliver effective delivery of complex and challenging solutions which are consistent with existing, new or evolving policy/procedure.
- Very good communication and networking skills with a wide range of staff, senior decision makers and external organisations.
- Demonstrative knowledge of the application, principles, theory and practice of the specialist area of responsibility.
- Ability to apply technical/specialist judgement to ensure service area objectives are achieved.
- Ability to plan and organise a range of complex activities and priorities within a focused area of service.
- Comprehensive understanding of all existing Policy and Procedures in the service area and application in a changeable and challenging environment.

In addition to the skills knowledge and experience described above, you may be required to undertake a lower graded role as appropriate.

Performance Indicators

- Quality of service against legal, safety and best practice standards
- Achievement of organisational objectives and targets
- Adherence to internal/external quality standards if applicable
- Adherence to policies and procedures
- Customer and stakeholder feedback

Business Growth Service – Senior Project Officer

Job Description

October 2018

About the Role

This post will form part of the Business Growth Service within Lancashire County Council's Economic Development function.

At present the team is engaged in a range of initiatives to support the delivery of the County Council's Operational Plan objective to "deliver growth and prosperity for the whole of Lancashire".

This activity includes:-

Delivering Boost - Lancashire's Business Growth Hub

Providing analysis and support to retain and grow Lancashire's key capabilities and sectors.

Working with partners and business to address key business opportunities and constraints.

Co-ordinating the delivery of publicly funded business finance programmes in the area.

Supporting the effective commissioning of European funds to address areas of market failure.

All members of the Business Growth service need to be flexible and adaptable in terms of the projects they work on, but in the first instance this Senior Project Officer role will be targeted on:-

Providing analysis and support to the emerging digital sector within Lancashire.

Retaining oversight of business finance initiatives, specifically managing the Access to Finance programme.

Co-ordinating activity to advance and deliver the Lancashire Innovation Plan.

Improving business engagement and the suitability of services for "Scale-Up" businesses

Key Accountabilities

1. To lead in delivering a specified work programme of economic development projects in Lancashire, and provide strategic, innovative and creative responses to economic opportunity and challenges in Lancashire and the wider region.
2. To assist the Head of Service in co-ordinating the economic development priorities of the County Council, through facilitation, joint ventures and direct delivery.
3. To work in partnership with the Lancashire LEP and local Economic Development Companies to deliver agreed priorities.
4. To contribute to project management across the Business Growth Service.
5. To maximise the funding made available for economic development projects in Lancashire, preparing bids and applications for funding programmes for the County.
6. To engage in cross directorate working to maximise the County Council's economic development impact in Lancashire.

7. To assist the Head of Service in supporting the team's ability to contribute to the economic development strategy for the County and the Region.
8. To develop and utilise the range of economic development tools available, including property development and management and business investment such as Rosebud to enhance the delivery of economic development across the County.
9. To develop sustainable and inclusive solutions to economic, social and environmental needs across the County.

Skills and Experience

1. A commercial understanding of the market demands and requirements of businesses, investors and developers in Lancashire
2. Sound understanding of economic development partnerships and frameworks in Lancashire and the wider region.
3. Awareness of the policy and legislative changes and economic trends impacting on local and national government, with the ability to analyse the implications for local priorities
4. Excellent communication skills, both written and verbal
5. Good staff management experience
6. Proven track record of developing robust partnership relationships across public, private and community sectors
7. Excellent problem solving skills
8. Ability to work to demanding deadlines and develop project management systems capable of tracking and reviewing progress

Experience

1. Good experience of successfully managing complex economic development projects
2. Track record of delivering complex economic development projects to agreed deadlines and within budgets
3. Significant experience of working with commercial partners and the wider developer/investor community to deliver agreed economic development priorities

