

JOB PACK

Newhaven EZ Business Engagement Officer

Post Title	Newhaven EZ Business Engagement Officer (2-year fixed term)
Department	Regeneration and Planning
Division	Regeneration
Grade / salary	E
Reports to	Programme Director, Newhaven EZ
Date prepared	September 2018

Job Purpose

- To initiate and maintain close working relationships with key sectors and business in Newhaven that supports the delivery objectives of the Newhaven Enterprise Zone (NH EZ). *To include, and not limited to resident businesses, inbound businesses looking to locate, commercial agents, developers, land owners and their representatives and business representation groups.*
- To develop and deliver a programme of business-critical events and networking opportunities in collaboration with key partners.
- To establish and maintain the programme monitoring process and KPIs, and the outward communication of these.
- To liaise with the Head of Regeneration on behalf of the NH EZ regards contract management for business-critical providers (skills, business support, investment advice).

Key Tasks

Core Activity

1. To systematically identify target sectors and businesses in Newhaven and establish a working relationship and ongoing dialogue.
2. To develop and maintain an understanding of business-critical issues for the local economy and the systematic capture of these.
3. To ensure that business critical issues are reflected in the delivery planning process for the NH EZ.
4. To respond, as appropriate, to the business needs identified, with collaborative and innovative interventions and solutions.
5. To ensure effective communication and promotion of funding/funded opportunities to Newhaven's key sectors and business.
6. To develop and maintain a database of all business and investment related enquiries for Newhaven, in collaboration with key partners (internal and external), and to reflect these in monitoring KPIs.
7. To establish and maintain the programme monitoring process and KPI's, and the outward communication of these.
8. To take responsibility for sourcing supply and demand information, through regular business engagement, and gap analysis regards business critical issues.
9. To create place-led and/or sector led opportunities that are conducive to business networking and collaboration, that respond to the business-critical issues identified.
10. To develop and manage a programme of thematic events and/activities in collaboration with our partners (that assist in the delivery of the EZ Strategic Framework).
11. Provide advice on a number of agendas, both internally and externally with customers, partners, other agencies and stakeholders; acting as a champion and promoting the councils' work and its reputation.
12. Assist in the development and maintenance of strategic relationships with key external stakeholders in the public, private and voluntary sectors, to optimise opportunities for delivering services in partnership or via shared service arrangements.
13. Liaise closely with the Directorates and Heads of service to shape and implement a range of projects and services that positively promote the advantage of Lewes District council for commercial investment and encourage business to locate or remain within the district or town.

14. To represent and promote the councils' interests at meetings, events and conferences on economic development and regeneration issues within and outside the District.
15. To support the EZ Programme Director and Head of Regeneration in investigating opportunities for new financial models to fund developments and initiatives.
16. To contribute to thinking and debate on regeneration and local economic development policy and strategy at local, regional and national level.
17. To ensure that the council makes the best use of robust economic intelligence to support its investment decisions and to help focus its economic development and regeneration activities.
18. To brief senior management and Elected Members on issues relating to regeneration and economic development parties as directed by the EZ Programme Director and the Head of Regeneration.

Corporate Accountabilities

1. To promote equality of opportunity in service delivery in line with strategic commitment and corporate policies.
2. To promote a culture that is supportive of the councils' purpose, aims and values, and to take all reasonable steps to maintain good employee relations.
3. Staff are encouraged to participate fully in promoting a safety culture to protect the safety and health of themselves, colleagues and other people affected by the councils' activities.
4. To understand and apply the councils' Data Protection and Data Quality policy and procedures.
5. Any other duties commensurate with the nature of the post.
6. You will be required to support Lewes District and Eastbourne Borough councils' corporate priorities and to ensure business continuity eg. emergency response, elections, deployment to critical services.
7. To work within the councils' Management and Core Competencies Frameworks. Central to the delivery of the role are the values and behaviours set out below. These are shared by all employees and applied to everything we do. The bullet points for each competency are examples of performance required:

Core Competencies

Sharing the Vision – Shaping the Future	<ul style="list-style-type: none"> • Understands the councils’ purpose, goals, objectives and values, and is willing to behave consistently with them. • Knows the strategic direction of the council and acts in support of it.
Communicating Well	<ul style="list-style-type: none"> • Provides the right information to the right people, at the right time, via the right method. • Works positively to gain understanding from others.
Driving Improvement, Performance and Results	<ul style="list-style-type: none"> • Takes responsibility and ownership for decisions, actions and results. • Takes actions to improve skills, knowledge and level of contribution. • Seeks and delivers high standards for self, team and council.
Self Management – self motivated and professional	<ul style="list-style-type: none"> • Is organised and uses time and technology efficiently. Adopts a flexible approach to change.
Delivering for our Customers	<ul style="list-style-type: none"> • Demonstrates a desire to identify and give priority to meeting the needs of internal and external customers, generating high levels of customer satisfaction.
Working Together	<ul style="list-style-type: none"> • Actively contributes to team working, sharing information, valuing the input of others. Works cooperatively and is committed to building productive, positive relationships. • Demonstrates commitment to achieving overall team objectives.

This job description sets out the duties of the post at the time it was drawn up. Such details will vary from time to time without changing the general character of the duties or the level of responsibility involved.

PERSON SPECIFICATION

1. QUALIFICATIONS

Essential <ul style="list-style-type: none">• Degree or equivalent in a relevant discipline	Desirable <ul style="list-style-type: none">• Experience in economic development, regeneration and / or related sectors
--	--

2. TRAINING

Essential	Desirable <ul style="list-style-type: none">• A comprehensive understanding of project management and / or appropriate qualifications• Experience of key account management
------------------	---

3. SKILLS and ABILITIES

Essential <ul style="list-style-type: none">• Excellent partnership and networking skills• Ability to gain credibility amongst a wide range of people including community organisations, the local business communities, partners and other stakeholders• Ability to communicate effectively with a wide range of people including report writing, presentation and influencing skills• Ability to generate new ideas, alternatives and develop realistic and practicable solutions	Desirable <ul style="list-style-type: none">• Ability to exploit the use of new technology• Ability to be sales focused and customer orientated
---	---

4. KNOWLEDGE

Essential <ul style="list-style-type: none">• Understanding of different types of funding and finance streams• Knowledge of current national and local government agendas	Desirable <ul style="list-style-type: none">• Performance management tools and techniques
---	--

<ul style="list-style-type: none"> • Knowledge of current economic and business issues in the UK economy/coastal economy 	
---	--

5. EXPERIENCE

<p>Essential</p> <ul style="list-style-type: none"> • Experience of successfully engaging the private sector in collaborative working • Experience of managing cross sector projects involving public and private sector investment • Experience of working proactively with other agencies to develop strategic relationships and to deliver project outcomes • Experience of delivering business-focused events and engagement activity 	<p>Desirable</p> <ul style="list-style-type: none"> • Working in a matrix environment where cross team and corporate working are essential • Experience of working in a local authority
--	--

6. PHYSICAL, LEGAL AND OTHER REQUIREMENTS

<p>Essential</p> <ul style="list-style-type: none"> • Willingness to work within the councils' Core competency frameworks • An engaging, enthusiastic and positive manner with a strong "can do" approach • Be occasionally available to work additional hours outside of normal working hours when need arises 	<p>Desirable</p>
---	-------------------------

All staff must be prepared to have an understanding of the Equal Opportunities, Customer Care and Health and Safety policies. Managers in particular, must have a commitment to implement and abide by these policies.

TERMS AND CONDITIONS

TERMS AND CONDITIONS

Lewes District and Eastbourne Borough Councils have been on a transformational journey to fully integrate services. This has involved integrating staff teams, processes and systems whilst still retaining sovereignty of the individual councils.

The employer will be Eastbourne Borough Council.

Duration

This is a two-year Fixed-Term contract.

Conditions of Service

The conditions of service for this post are for the National Joint Council (NJC) for Local Government Services. The post is graded Band E.

Salary

The spinal column points (SCP) for the post are as follows:

SCP 25	£28,785
SCP 26	£29,636
SCP 27	£30,507
SCP 28	£31,371

Hours

The hours for this post are 37 a week. These will be worked within operational requirements. Actual starting and finishing times will be agreed with your manager. Within these boundaries the Council operates a flexitime scheme for all but Heads of Service. Details will be supplied to the successful candidate upon appointment.

Place of Work

You will be based at Saxon House, Meeching Road Newhaven, BN9 9QX, Southover House, Southover Road, Lewes, BN7 1AB and 1 Grove Road, Eastbourne, BN21 4TW, but you may be required to work anywhere within the Shared Services boundary.

Agile Working

The Councils have been offering flexible working for some years and is committed to extend agile working with the introduction of office based working, mobile working, flexible and home working. This role has been categorised as:

- Flexible/Office. Works predominately from Saxon House, Southover House and 1 Grove Road offices with cross-site and home working.

Working arrangements for mobile, flexible/mobile and flexible/office workers will vary during the induction/ probationary period and will be reviewed at six monthly intervals.

Probationary Period

All posts are subject to a six months' probationary period where your suitability for the post will be assessed. During this time your progress will be reviewed and discussed with you at regular intervals.

Casual User Car Mileage

You will be entitled to mileage as a casual user on official business. This mileage is reviewed annually.

Annual Leave

The leave year runs from 1 April to 31 March and entitlement varies with length of service. The current minimum entitlement is 25 days. This increases to 29 days in the leave year following completion of five years' service. Subject to the demands of the post, you will normally receive additional paid leave on each Public Holiday.

An employee who starts part way through the year will receive a proportion of the basic holiday entitlement. For operational reasons some Service Areas have to restrict the maximum amount of holiday taken at any one time and its timing in the year. Holiday commitments entered into before taking up an appointment will be honoured wherever possible.

Notice Period

The contract of employment applicable to this post will specify a minimum period of two calendar months to be given by either side.

Pension

We provide membership of the Local Government Pension Scheme (LGPS) to employees aged under 75 who have a contract of employment that is for at least 3 months. The LGPS is a qualifying pension scheme, which means it meets or exceeds the government's standards.

All employees are automatically entered into the Local Government Pension Scheme unless they choose to make alternative provision for pension. Scheme members contribute the percentage of salary as set out in the table below. We will also make an employer's contribution to the scheme.

The contribution bands with effect from 01 April 2019 are:

Pay Range	Contribution
Up to £14,400	5.5%
£14,401 - £22,500	5.8%
£22,501 - £36,500	6.5%
£36,501 - £46,200	6.8%
£46,201 - £64,600	8.5%
£64,601 - £91,500	9.9%
£91,501 - £107,700	10.5%
£107,701 - £161,500	11.4%
More than £161,501	12.5%

The pay ranges will be increased each year from 01 April in line with inflation.

Based on the salary for this role, the contribution will be 6.5%