# NI Interchange Hosting Proforma

Lisburn & Castlereagh City Council

Name of Host

Organisation

**1. Interchange Manager’s details**

Dolores Graham

Name

Organisation/

Human Resources

Department

Lagan Valley Island Centre

Lisburn

BT27 4RL

Address

Telephone

02892 447629

Number

[Dolores.graham@lisburncastlereagh.gov.uk](mailto:Dolores.graham@lisburncastlereagh.gov.uk)

E-mail

Type of Opportunity

Secondment – **Economic Development Officer**

**2. Details of hosting opportunity**

Description of opportunity

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| **KEY PURPOSE OF JOB:**  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.  A full Job Description is at Annex A |

Main objectives of the opportunity

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| **KEY RESPONSIBILITIES**   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 is required from the individual

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| It is **essential** that applicants have a minimum of:  **QUALIFICATIONS**  1.1A third level qualification (HNC, HND, NVQ Level 4, Degree) or equivalent.  **EXPERIENCE**  **1.2-** A minimum of **three** years employment 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 above, they must demonstrate a minimum of **six** years’ experience as outlined in **1.2** above  **1.3-** A clear understanding of the workings of local government and the wider environment and political context in which it operates.  **1.4-** A full current driving licence valid in the UK and access to a car or have access to a form of transport that enables you to carry out the duties of the post\*  \*Applies only to applicants who have a disability under the Disability Discrimination Act. |

**4. Personnel: Please state below**

Who will the individual report to?

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| Economic Development Manager |

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

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| Economic Development Manager |

**5. Transfer of learning**

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

individual and their organisation.

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| Lisburn & Castlereagh City Council will benefit from new skills, experience and fresh thinking that the individual will bring to the role. The individual will develop a range of skills and benefit from a diverse workload and working environment, which will all contribute their own personal development. The skills and experience gained will be readily transferable to the individual’s organisation. |

**6. Logistics**

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| **Start Date**: Subject to agreement the postholder will commence work within one  month of accepting the post  **Hours:** Part-time, 4 days per week, Monday – Thursday, 9am – 5pm (LCCC also operate a Flexi-time scheme).  **Duration**: 2 years with possible extension  **Location**: Lagan Valley Island Centre (the postholder will be required to  work across other locations to meet the needs of the service)  **Salary:** £37,336 - £40,221 per annum (pro rata).  **Further information:**  For further information please contact LCCC by email at: [recruitment@lisburncastlereagh.gov.uk](mailto:recruitment@lisburncastlereagh.gov.uk).  **Closing Date:** Applications must be submitted by **Noon on Friday 20 September 2024.**to**:**  **For NI Civil Service departmental staff only:** [**secondments@hrconnect.nigov.net**](mailto:secondments@hrconnect.nigov.net)  **For staff from all other Member organisations:** [**interchangesecretariat@finance-ni.gov.uk**](mailto:interchangesecretariat@finance-ni.gov.uk) |

**7. Endorsement**

**Interchange Manager**

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**Signed:**

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| **23 August 2024** |

**Date:**

**ANNEX A**

**LISBURN & CASTLEREAGH CITY COUNCIL**

**JOB DESCRIPTION**

**Job Reference:**

**JOB TITLE:** Economic Development Officer

**DEPARTMENT:** Economic Development

**RESPONSIBLE TO:** Economic Development Manager

**SCALE:** Scale PO1, NJC Spinal Points 29-32

**DURATION:** 2 years with possible extension

**LOCATION:** Lagan Valley Island

**HOURS OF WORK:** Part-time, 4 days a week

**KEY PURPOSE OF JOB:**

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.

**KEY RESPONSIBILITIES**

The post-holder may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

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.

We are an equal opportunities employer, and we welcome applications from all suitably qualified persons.

**Personal Specification – Economic Development Officer**

|  | **Essential Criteria** | **Method of Assessment** |
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| **Qualifications and Experience** | It is **essential** that applicants have a minimum of:  **QUALIFICATIONS**  **1.1**-A third level qualification (HNC, HND, NVQ Level 4, Degree) or equivalent.  [Qualification Comparisons - NVQ Level 1, 2, 3, 4, 5, 6, 7, 8 | City & Guilds (cityandguilds.com)](https://www.cityandguilds.com/qualifications-and-apprenticeships/qualifications-explained/qualification-comparisons?msclkid=d970277bd03c11ec9f2166d159e9bbf1)  [What qualification levels mean: England, Wales and Northern Ireland - GOV.UK (www.gov.uk)](https://www.gov.uk/what-different-qualification-levels-mean/list-of-qualification-levels?msclkid=51741534d03f11ec993766db78721d63)  **EXPERIENCE**  **1.2-** A minimum of **three** years employment 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 above, they must demonstrate a minimum of **six** years’ experience as outlined in **1.2** above | Application Form/ Interview/ Assessment Centre |
| **Knowledge** | **1.3-** A clear understanding of the workings of local government and the wider environment and political context in which it operates. | Interview/ Assessment Centre |
| **General** | **1.4-** A full current driving licence valid in the UK and access to a car or have access to a form of transport that enables you to carry out the duties of the post\*  \*Applies only to applicants who have a disability under the Disability Discrimination Act. | Application Form |

**BEHAVIOURAL COMPETENCIES – REFER TO ATTACHED GUIDE ‘COMPETENCY FRAMEWORK FOR LOCAL GOVERNMENT’**

The following behavioural competencies have been designated as essential behaviours that should be demonstrated in order to successfully perform this role. These behaviours will be assessed during the selection process. Applicants should refer to the attached competency guide.

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| Factor | Criteria | Essential | Desirable | Assessment Method |
| Behavioural Competencies | **1.1 – Setting Direction**  Contributes to the development of a strategy and conveys a clear vision led by innovative ambition and proactive behaviour. | Yes |  | Assessment / Interview |
| **2.3 – Communicates with Impact**    Presents a positive image by communicating effectively, being resilient and treating people fairly. | Yes |  | Assessment / Interview |
| **3.1 – Collaborating in a Political Environment**  Develops and manages effective networks by establishing common ground. | Yes |  | Assessment / Interview |
| **3.3 – Meeting Customer Needs**  Establishes the needs of customers and strives to ensure that these are met. | Yes |  | Assessment / Interview |
| **4.3 – Achieving Results**  Takes personal responsibility for making things happen. Shows motivation and perseverance in overcoming obstacles and achieving results. | Yes |  | Assessment / Interview |
| **4.4 – Continuously Improving Services**  Seeks to continually improve the services and processes that impact on users. | Yes |  | Assessment / Interview |