Be part of shaping Greater Birmingham’s future

Executive Officer for Growing Businesses

£33,437 - £41,025

Baskerville House, Broad Street, Birmingham, B1 2ND

Working 36.5 hours per week

18 month Fixed Term Contract

Our vision is to be a top global city region by 2030. We have the ambition. We have the opportunity. Now we need the right people to transform our aspirations into reality.

As our Executive Officer for Growing Businesses you will work with partners to strengthen business support and access to finance including the development of our Growth Hub.

If your ambition matches our ambition, you can find further details on our microsite http://joingbslep.co.uk/

To submit an application, please submit a CV and covering letter, which demonstrates how you meet the requirements of the job description and person specification, to gbslep@birmingham.go.uk

Informal enquiries to Katie Judge, Business & Innovation Manager on 07585 307 682.

Greater Birmingham & Solihull Local Enterprise Partnership (GBSLEP)
A Greater Birmingham for a Greater Britain

Ref: EC1512017

Closing Date: Monday 12th June 2017

“Right to work in the UK documentation will be fully checked for all applicants. All non UK and non EU applicants are required to apply for a Certificate of Sponsorship from Birmingham City Council and must be approved by the UK Border Agency (UKBA) before any employment offer can be confirmed.”
JOB DESCRIPTION

JOB TITLE: GBSLEP Executive Officer for Growing Businesses

GRADE: GR5

NO OF POSTS: 1

DIVISION: Economy

SECTION: GBSLEP Executive

POST REQUIRES POLICE / CRIMINAL RECORDS BUREAU CLEARANCE: NO

1.0 JOB PURPOSE

1.1 To support the development and delivery of the Greater Birmingham and Solihull Local Enterprise Partnership’s (GBSLEP) ambitious Strategy for Growth and Strategic Economic Plan.

1.2 To provide an over-arching support mechanism (including professional, policy and executive support) to all partners within the GBSLEP and in particular the Chair and Board Directors.

2.0 DUTIES AND RESPONSIBILITIES

1.1 To support the development and delivery of the GBSLEP’s Strategy for Growth and Strategic Economic Plan, specifically to:

- Support the delivery, commissioning or co-ordination of activities, projects or initiatives to address the GBSLEP’s priorities.

- Maintain an up-to-date understanding of the key economic issues within the identified GBSLEP priorities.

- Develop and maintain effective systems to track, monitor and progress work undertaken by, or on behalf of the Board and advise the progress identifying any key issues.

- Support the identification and development of a pipeline of investible propositions to support the delivery of the GBSLEP’s priorities, including Local Growth Fund and ERDF funded projects.

- Identify potential funding streams to deliver these propositions and develop funding applications to secure necessary resources, including Local Growth Fund and ERDF.

- To take responsibility for the deployment and management of associated funds in accordance with Board Director and contractual agreements.
• To have a knowledge and understanding of external funding streams such as European Social Investment Funds or Local Growth Funds.

• Support the delivery of cross-LEP working on specific projects and initiatives, including working with the West Midlands Combined Authority (WMCA) and the Midlands Engine.

• Participate in meetings, discussions and forums designed to support the development of the LEP.

• Work closely with GBSLEP partners on all aspects of this target.

• Adhere to all relevant procurement and approval processes for the Accountable Body as necessary.

1.2 To support the LEP Board Chair and Board Directors to undertake their duties:

• Provide research, analytical, policy and project support.

• Provide strategic advice on key issues relating to the role.

• Commission or write briefing notes, speeches, reports and presentations to a high standard (in a variety of styles and to a range of audiences) often working to tight deadlines and sometimes in intense and changing circumstances.

• Prepare for and support the organisation on high profile events, meetings, visits and delegations in relation to the GBSLEP.

2.3 To provide direct support to various GBSLEP meetings as required which could include the LEP Board, sub-boards and officer meetings.

• Prepare (or oversee the preparation of) reports.

• Prepare the agendas and briefing notes.

• Produce minutes / action notes.

• Take forward and respond to required actions accordingly.

• Maintain a forward plan for the Board and other Groups.

2.4 To keep abreast of policies, strategies and initiatives, locally, nationally and internationally which inform the development and delivery of the GBSLEP’s agenda.

• Maintain an up-to-date knowledge and understanding of issues and development affecting the GBSLEP and apply them to the role.

• Write or commission appropriate briefings as required.

2.5 To establish and maintain effective working relationships with key stakeholders.

• These include the LEP Board Chair, LEP Board Directors, senior local authority Members and Officers, private sector partners, partnership bodies, Members of Parliament, central government departments, other LEPs, the WMCA, Midlands Engine and other national / local organisations

• Support the delivery of stakeholder engagement events.
• Produce reports as appropriate for internal and external boards, groups and partnerships.

• Represent the LEP on appropriate internal and external bodies at relevant committees and meetings as required.

2.6 To be able to secure high quality legal and technical advice as required:

• Advise on issues relating to the GBSLEP operating as a company limited by guarantee.

• Advise on Accountable Body governance.

• Advise on protocol issues.

2.7 Such other duties that may reasonably be required from time to time commensurate with the grade.

• Deputising for the LEP Executive Manager as required.

• To support the work of the Accountable Body.

• To carry out any other work commensurate with the nature and grade of the post.

OBSERVANCE OF THE CITY COUNCIL’S EQUAL OPPORTUNITIES POLICY WILL BE REQUIRED

3.0 SUPERVISION RECEIVED

3.1 Supervising Officer Job Title

LEP Executive Manager for Business & Innovation

3.2 Level of Supervision

Plan own work to ensure the meeting of defined objectives.

4.0 SUPERVISION GIVEN (excludes those who are INDIRECTLY supervised i.e. through others)

N/A

5.0 SPECIAL CONDITIONS

N/A
## Person Specification

**Post:** GBSLEP Executive Officer for Growing Businesses  
**Grade:** GR5  
**Section:** GBSLEP Executive  
**Directorate:** Economy

### Method of Assessment (M.O.A.)
- A.F. = Application Form; I = Interview; T. = Test or Exercise; C. = Certificate; P. = Presentation.

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<th>CRITERIA</th>
<th>ESSENTIAL</th>
<th>M.O.A.</th>
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<tbody>
<tr>
<td><strong>Education/Qualifications</strong></td>
<td>1. Degree in relevant discipline or equivalent or substantial experience in related field.</td>
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<td>NB: Full regard must be paid to overseas qualifications.</td>
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<tr>
<td><strong>Experience</strong> (Relevant work and other experience)</td>
<td>1. Experience of working in complex organisations in an advisory / support capacity to senior figures e.g. business leaders, politicians and officers.</td>
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<td>2. Experience of successful project management including cross-departmental working and interagency / organisation working.</td>
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<td>3. Experience of working in partnership with the public and private sector and the ability to maintain productive and collaborative working relationships at senior levels.</td>
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<td>4. Experience of performance management and achieving effective outcomes.</td>
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<td>5. Experience of working to strict deadlines and managing workloads in a demanding and intense environment.</td>
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<td>6. Strong knowledge and understanding of local and national policy developments in relation to the economic growth agenda, LEPs and Combined Authorities.</td>
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<td>7. Knowledge of external grant funding regimes</td>
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<td><strong>Skills and Ability</strong></td>
<td>1. Proven ability to work with and gain the co-operation of people at different levels e.g. including senior politicians, business leaders and officers.</td>
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<td>e.g. written communication skills, dealing with the public etc.</td>
<td>2. Ability to analyse and interpret complex and varied data to prepare clear and concise reports, briefings and presentations.</td>
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<td>3. Ability to manage, co-ordinate and process</td>
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4. Ability to communicate effectively, both verbally and in written form.

5. Ability to professionally represent the GBSLEP at external meetings / events

6. Ability to manage within pre-determined budgets.

7. Ability to work on your own initiative and as part of a team.

8. Ability to manage and deploy funding streams in accordance with contractual requirements.

9. An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by Part 7 of the Immigration Act 2016

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<th>Training</th>
<th>Demonstrate a commitment to and record of continuous professional development.</th>
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All staff are expected to **understand** and be **committed** to Equal Opportunities in employment and service delivery.