1. **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 support (including professional, policy and executive support) to the LEP Director and LEP Executive.

2. **Duties and Responsibilities**

2.1 To support the development and delivery of the GBSLEP’s Strategy for Growth and Strategic Economic Plan, with particular regard to the LEP’s “People” agenda; 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.

- Undertake research and provide GBSLEP Executive colleagues and LEP Board Directors with clear, concise and instructive briefings

- Support the development and maintenance of effective systems to track, monitor and progress work undertaken by or on behalf of the Board, and advise on progress including the identification of any key issues.

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

- To have an awareness and general understanding of external funding streams such as European Social Investment Funds or Local Growth Funds.

- Support 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.

2.2 To support the LEP Board Directors and LEP Executive to undertake their duties with particular regard to the LEP’s “People” agenda:

• Provide research, analytical, policy and project support.

• 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, the Employment & Skills 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 employment & skills 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 developments 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 (particularly the Department for Work & Pensions), other LEPs, the WMCA, Midlands Engine, further education colleges 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 undertaken professional development commensurate with the LEP’s economic growth agenda.

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

• Deputising for the LEP Executive colleagues 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.

3 Supervision Received

3.1 Supervising Officer Job Title
LEP Executive Manager - People

3.2 Level of Supervision
Plan own work to ensure the meeting of defined objectives.

4. Supervision Given (excludes those who are indirectly supervised i.e. through others).
N/A

5. Special Conditions
N/A

Observance of the City Council’s Equal Opportunities Policy will be required.
## Person Specification

**Job Title:** GBSLEP Policy Officer  
**Grade:** GR4  
**Division:** Economy  
**Section:** GBSLEP Executive

### 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>
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| **Education/Qualifications**  
NB: Full regard must be paid to overseas qualifications. | 1. Degree in relevant discipline or equivalent or substantial experience in related field. | AF/C |
| **Experience**  
(Relevant work and other experience) | 2. Experience of working in a large, complex organisation | AF |
| 3. Understanding of the issues and priorities of economic growth across Greater Birmingham & Solihull | P |
| 4. Able to demonstrate an interest in and some awareness of issues in economic growth and development, regeneration and economic inclusion | AF/P |
| 5. Awareness of relevant central Government, European and other grant regimes and funding sources | AF/P |
| **Skills and Ability**  
e.g. written communication skills, dealing with the public etc. | 6. Ability to communicate clearly with a wide range of audiences at a variety of levels, and ability to engage in business/community consultation | I/T |
| 7. Excellent interpersonal skills with a range of audiences | AF/I |
| 8. Ability to write clear and concise reports | T/P |
| 9. Ability to use Microsoft Office applications and exploit the use of information technology | AF/T |
| 10. Ability to work in a team environment | AF/I |
| 11. Ability to use own initiative | P |
| 12. Able to meet tight deadlines and work under | P |
| Training | 14. Willingness to learn and undertake appropriate training and development opportunities | I |

All staff are expected to **understand** and be **committed** to Equal Opportunities in employment and service delivery.