

## Lancaster City Council - Job Description

<b>Job Title:</b>	Community Wealth Building Officer	<b>Grade:</b>	GGS9	<b>Job Code:</b>	PPD0062
<b>Job Family:</b>	Specialist	<b>Job Family Group:</b>	Economic Development	<b>Reports to:</b>	Business Support Manager

### Job Summary

To develop and lead on initiatives to support an inclusive economy through community wealth building and responsible business practice, researching policy and analysing data, and co-ordinating a range of social and economic programmes to increase and retain wealth in the area and support local communities to deliver local benefits.

### Direct Responsibilities

1. Provide information to advise and assist businesses on local wealth building opportunities.
2. Work towards developing businesses' ability to meet procurement requirements.
3. Research, analyse, evaluate, and provide reports on up-to-date information on policy and local wealth building project-based activity.
4. Identify, engage, and maintain constructive relationships with ongoing local initiatives and projects, local groups, partner organisations and particular focus on the activities of anchor institutions.
5. Provide and present up to date information to businesses on support that is available.
6. Handle enquiries and track progress of business support/referrals provided by the council using the County-wide Evolutive database or other identified Client Management tools.
7. Develop, maintain, update, analyse and report on economic indicators reflecting the economic position of the District's wealth building activities.
8. Represent the Economic Development Team at external business events and network meetings and provide relevant feedback on key wealth building issues and opportunities.
9. Monitor, evaluate, and report on the impact of the council's wealth building activities.
10. Contribute to project work, research, and surveys to support senior officers to deliver local wealth building activities.
11. Evaluate, and maintain a broad awareness of policies, programmes, and practice relevant to economic development and local wealth building.
12. Contribute to cross-service working groups and work in collaboration with other council services in relevant economic development and regeneration initiatives particularly around the council's "services to business" offer.
13. To work with the Assistant Economic Development Officers where appropriate and supervise delegated tasks.
14. To undertake other duties as may be required from time to time, appropriate to the grading of the post.

### Primary Objectives

- To research and analyse policy, the community and business environment, and effectively deliver an agreed programme of work to support community wealth building and responsible business practice which will contribute to the outcomes agreed in the Council Plan and agreed economic plans.
- To progress the development work to increase local wealth building and the number of local businesses supplying the council and other large organisations.
- To assist and develop the work with local groups, communities, and businesses to create an inclusive economy, delivering wealth, jobs, improved prospects, and place.
- To support the work of the wider team, service, directorate, and council, working with others to achieve shared outcomes, as agreed.

## Lancaster City Council - Job Description

- To work with all economic partners in a variety of conditions to deliver agreed economic, social, and environmental outcomes.

### Staff Management Responsibilities

- Managing the effective relationships with all economic partners and third-party consultants.
- Internally managing and overseeing delegated work to colleagues within the team.
- Maintaining positive and beneficial relationships with senior officers, external partners, contractors and suppliers.

### Knowledge & Educational Requirements

#### Specialised knowledge:

- Degree or equivalent experience in a relevant subject
- Strong understanding of Economic Development policies
- Strong understanding of community engagement and wealth building policies
- Strong background in research data and analysis
- Experience of successfully managing, monitoring, and reporting on government policy and local procurement.
- Understanding of local authority requirements including responsibilities, structures and governance, and the ability to advise/implement change as policies are updated.

#### Functional knowledge:

- A high level of customer service experience and stakeholder management.
- Excellent communication, engagement, negotiation, and persuasion skills
- Strategic thinking with industry knowledge.
- Strong project management experience
- Good level of digital / social media skills
- Understanding of budget management and relevant financial regulations
- Ability to write clear reports for a range of audiences
- Understanding of Client Relationship Management Systems
- Ability to undertake research and analyse, interpret and present data in either a report format, face to face or group presentation style
- Ability to manage procurement processes and contracts

#### LCC specific knowledge:

Understanding, implementation and adherence to Lancaster City Council's policies and procedures.

Understanding, implementation, and adherence to Our Values.

Understanding of the post holder's own and their team's contribution to the Council's Corporate Plan.

### Other Requirements

The hours of work for this position are 37 per week, working Monday to Friday. You may be required from time to time to attend meetings or cover events that fall outside the normal hours of work, including weekends.

The Council currently operates an excellent Flexible Working Hours Scheme which applies to this post. Subject to the needs of this business, this may allow employees to work between the hours of 6:00am-10:30pm.

A full current UK driving licence is essential, as the post holder will be required to travel in and outside the Lancaster district, including travelling to many early morning and evening networking events and seminars in locations that can be remote and not always near public transport.

## **Lancaster City Council - Job Description**

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### **Additional information**

#### General Statement

The above duties and responsibilities do not include or define all tasks that may be required of you. Duties and responsibilities may vary without changing the general character or grade of the role.

As a normal part of your job, you are expected to routinely undertake corporate activities on behalf of your Directorate, appropriate to grade of the role.

#### Learning and Development

You are expected to undertake any training and development appropriate to the current and future needs of the post.

#### Health & Safety at Work

All members of staff are responsible for fulfilling their health and safety roles and responsibilities, as outlined in the Job Description above. It is the employee's responsibility to ensure that they are familiar with the Council's health and safety policy, procedures, work instructions and relevant risk or other health and safety assessments pertinent to their work tasks, and that they carry out their work tasks in accordance with the significant findings of such.

#### Equal Opportunities

Lancaster City Council is an Equal Opportunities employer and has equal opportunities policies with which you are always expected to comply. The City Council condemns all forms of harassment and is actively seeking to promote a workplace where employees are treated with dignity, respect and without bias.

#### Community Safety

Section 17 of the Crime and Disorder Act requires local authorities to consider the community safety implications of all their activities. Officers of Lancaster City Council should have an awareness of community safety and consider any community safety implications within their own area of responsibility.

#### Safeguarding

Lancaster City Council delivers a range of services and activities that impact on the lives of children both directly and indirectly. Safeguarding children, ensuring their welfare, safety and health is of paramount importance. We are committed to providing safe and supportive services that will give children the opportunities to achieve their full potential.