

## **Job Description and Person Specification Profile**

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|---------------------|--------------------------------------------------------|
| <b>Job Title</b>    | Partnership & Engagement Officer                       |
| <b>Job ID</b>       | K62                                                    |
| <b>Service</b>      | Strategic Growth Unit / Development & Major Programmes |
| <b>Grade</b>        | G                                                      |
| <b>Reporting to</b> | Business Growth Manager                                |

### **The Role**

An exciting opportunity is available in the Tameside Council Strategic Growth Unit for an Officer to focus on external business engagement and support. As Partnership & Engagement Officer you will be responsible for working with a range of businesses across Tameside. You will be responsible for working with internal colleagues and external partners to support the delivery of business growth priorities. We are looking for someone with the ability to monitor information and communicate well at all levels. Flexible working opportunities are available.

#### **Main Duties and Responsibilities include:**

- Build relationships with business professionals, local partners, stakeholders and internal colleagues.
- Develop business relationships and work to ensure relevant funding outcomes are achieved
- Assist colleagues with existing business relationships and support the wider business support eco system
- Build strong working relationships with colleagues across all Directorates
- Be flexible and creative in supporting opportunities, identify and overcome barriers faced.
- Ensure productive relations with all parties including employers, colleagues, stakeholders and professionals.
- Provide a first point of reference for businesses to ensure a positive relationship between all parties involved.
- Attend public meetings and other events as required.
- Provide information to management and ensure accurate records are kept.
- To develop and deliver in partnership with the Council's Communications Team and external bodies communications plans, including media releases, publicity information, website and social media content.
- Work as part of the wider Strategic Growth Unit, sharing information and supporting other professionals with different roles within the team, with a commitment to promoting positive working relationships.
- Maintain detailed records of actions on manual and computerised systems.
- Provide management with weekly update reports and collation of data statistics as required.
- Attend regular supervision with Line Manager.
- Work in accordance with organisational policies and procedures.
- Complete mandatory and other role related training.
- Attend team meetings and feedback progress for any specific areas of work.
- Work across a variety of venues as required to promote engagement

- Carry out all above duties in accordance with the Council's Equal Opportunities, Health and Safety and other policies and procedures and principles and in accordance with terms, conditions and guidelines of the external funding regimes.

The duties may vary from time to time without changing the nature of the post or the level of responsibility, and the post holder may also be required to carry out any other duties appropriate to the grading of the post.

## About You

### Your essential qualifications

- Educated to 'A' Level or equivalent level of experience.

### Your essential skills, knowledge and experience

- Understanding of external business support and a knowledge of the wider business support available
- Commitment to and understanding of social inclusion, anti discriminatory practice, and equal opportunities
- Ability to review contractual documents and accurately check information provided
- Ability to communicate and network with a range of people, including participants, employers and stakeholders
- Ability to engage and motivate people
- Ability to work as part of a team and share information
- Experience in engagement of or integration with local stakeholders and/or suppliers
- Good IT skills with experience and knowledge of the MS Office suite of software.
- A positive attitude to change.
- Motivation and drive to deliver high quality results.
- Ability to problem solve in an expedient manner.
- Good negotiation and persuasion skills.

### If you have the following experience or qualifications – then that's great!

- Awareness of business growth priorities in the borough
- Experience of monitoring programme results to ensure that KPI's are achieved

Our employees' skills, experience and knowledge are essential to our success along with their happiness, commitment, enthusiasm and motivation to be the best they can be.

#### What can you expect from us?

- A fair salary and benefits
- Opportunities for good health and wellbeing
- Help you to grow, develop and to do your best
- Enable you to be creative and innovative
- Fully involve you in changes that affect you and your work
- Listen, and act on your ideas and feedback

**Working together, we are proud to work for Tameside**

Our **STRIVE** values underpin our practice and behaviours and are at the heart of everything that we do:

