

## Inclusive Economy & Communities Officer

## Role Profile

**Service:** Place Directorate, Inclusive Economy & Communities Team  
**Band:** Band 7  
**Reporting to:** Principal Inclusive Economy & Communities Officer  
**Responsible for:** No direct reports



**TRAFFORD**  
**COUNCIL**

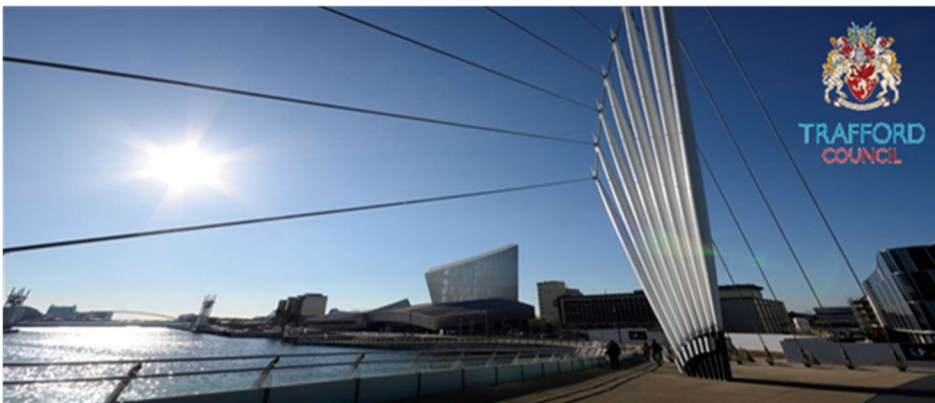
## About Us

Trafford is a great place to live, work, learn and visit. From its leafy suburbs, to its more urban areas, the borough takes pride in its strong, diverse communities, its cultural and sporting heritage and its position at the heart of the region's economic powerhouse.

Trafford Council and its partners in the public, private and third sectors have a Vision which sees us working together to close inequality gaps and maximise Trafford's huge potential.

***Our vision: Trafford – where all our residents, businesses and communities thrive***

At the heart of our vision is a common cause – we want to make Trafford a better borough. We want to make it a place where everyone has a chance to succeed and where everybody has a voice. Through our new vision, we are making a commitment to work together across different services and agencies to make the best use of our resources.



## Our Culture

Trafford Council employs around 2300 non-school members of staff and as one of the biggest employers in the borough, we work hard to make Trafford Council an employer of choice. We care what you think and believe you are more than just a job role. We have a great benefits' package and a real focus on your health and wellbeing, as well as, extensive learning, succession and development opportunities.

For us, it's not just about *what* we achieve as an organisation, but *how* we do it. Therefore, all employees are expected to display our **EPIC** values.

**At Trafford Council we are EPIC**

**We EMPOWER** – We inspire and trust our people to deliver the best outcomes for our customers, communities and colleagues.

**We are PEOPLE CENTRED** – We value all people, within and external to the organisation and give those around us respect. We will act with honesty and integrity in all that we do, and create an environment that enables everyone we work with to thrive and succeed.

**We are INCLUSIVE** – We are committed to creating an environment that values and respects the diversity and richness differences bring.

**We COLLABORATE** – We build relationships, collaborate; treat people as equal partners and work together to make things happen.

## About the Role

This Role Profile outlines the key tasks you will be expected to perform to give you an understanding of a typical day and the key activities that you will be expected to deliver or contribute to the delivery of.

The 'About You' section explores what qualifications, experience, skills and knowledge you will need for the role.

We are a values based organisation and you will need to reflect our values, as well as the requirements in 'About You' in your application.

### Overview

Trafford Council and its partners in the public, private and third sectors are embarking on a Vision which sees us working together to close inequality gaps and maximise Trafford's huge potential. Our vision is working together to build the best future for all our communities and everyone in Trafford.

Trafford Council has a clear agenda to grow the local economy in an inclusive and sustainable way. The Inclusive Economy and Communities team (IEC), which sits within the Place Directorate, has responsibility for the delivery of the Council's Inclusive Economic Delivery Plan. The IEC Officer will work collaboratively with others in the community to support the programme and project management of a wide range of activity.

### Your Main Priorities

- Supporting with the creation of an inclusive economy in Trafford by developing and implementing a range of place-based projects including, but not restricted to, business support and growth, investment, employment and skills and community development and regeneration
- Working collaboratively with others in the community, including partner agencies, the VCFSE, businesses, councillors and local people to develop their assets, skills and resources to improve the quality of life for local people and the wider community
- Supporting the programme and project management of the wide range of activity that takes place within your designated locality

### Key Duties

- Supporting the implementation of a range of strategies, projects, creative initiatives and policies which are designed to support growth, raise skills, increase community action and cohesion, increase jobs and employment in the borough and regenerate Trafford's priority areas

- Engaging and supporting effective working relationships at all levels, across a wide range of partners, including the VCFSE and local business community for the delivery of place based projects and initiatives that benefits their communities, especially for vulnerable residents and neighbourhoods
- Providing support to businesses and partners to support local residents into employment and apprenticeships by addressing the recruitment needs of local employers, including identifying skills gaps in priority sectors
- Encouraging businesses and partners to contribute to social value by being part of the Trafford Community
- Supporting the delivery and achievement of the Trafford Inclusive Economy Recovery Plan
- Engaging with and nurturing volunteering and place-based community action across the VCFSE and business community, and supporting the work of the community hubs
- Working in the community independently and in partnership with others to proactively engage and support people at local level in line with our Locality Working programme and local issue groups
- Providing, as required, a dedicated support and development function to boards, managed and supported by the team
- Working constructively and cooperatively with other Council Directorates, providing appropriate advice and support
- Liaising with the Trafford Council Communications Team in respect of media coverage of partnership activity, events and achievements, and assisting in the design and creation of promotional material
- Assisting in the reporting of intelligence, monitoring performance indicators and analysis of business initiatives and projects
- Preparing quality reports, which include complex information and briefing notes in appropriate formats for a range of audiences in a timely and accurate way
- Ensuring a customer-focussed approach within the team, delivering quality information and services in a professional manner
- Supporting or arranging the organisation of workshops, meetings or other events planned by local communities or the Council
- Supporting colleagues, sharing information and working collaboratively to achieve strategic and project objectives
- Undertaking any other duties commensurate to the grade and which may be required by the service.

## About You

### **Qualifications and Professional Development**

- Degree or equivalent in related discipline or formal off the job training supported by certification.
- Proven evidence of continual professional development

## **Experience and Knowledge**

- A minimum of 2 years relevant experience in a related field, supporting a range of partners e.g. Local Authority, Voluntary and Community Sectors
- Proven experience of planning and supporting meetings, including accurately recording notes and actions and maintaining key service and project documents
- Proven experience of preparing quality written material for a range of audiences
- Experience of persuading, influencing and negotiating successfully with a range of stakeholders to deliver change
- Knowledge of the legislative and policy framework of local government and strategic partnerships and understanding the key challenges and opportunities facing public services
- Understanding the concepts and principles of economic development, delivery and growth
- An awareness of corporate procurement rules

## **Skills and abilities**

- Establish and maintain collaborative working relationships with colleagues, managers, communities, the private and public sector organisations
- Excellent communication and inter-personal skills
- Motivate, mentor and develop community volunteers
- Lead and undertake effective and engaging consultation at a community level, including the business community
- Customer-focussed and commitment to service improvement
- Ability to work in a political environment
- Support the management and successful delivery of projects; planning effectively, monitoring progress, working as part of a team, and achieving performance targets within deadlines
- Organisational skills; proactively responding and reacting accordingly to unexpected problems, prioritising and managing a varied workload
- Research and analytical skills; interpret and present complex data and/or information in a format easily understood to all audiences

## **Special Conditions**

- A willingness to work flexibly and, when necessary, to undertake work out of core hours and at weekends
- A willingness and capacity to travel to different areas of the borough to meet the requirements of the post

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Prepared/revised by	LD/CH/RP/IC
Job Evaluation	CH/RP March 22

### **Health and Safety**

To operate safely within the workplace with regard to the Council's health and safety policies, procedures and safe working practices. To be responsible for your own Health and Safety and that of other employees.

### **Equalities & Diversity**

To work within the Council's Equalities and Diversity Policy, embracing through personal example, open commitment and clear action that diversity is positively valued, resulting in access for all by ensuring fair treatment in employment, service delivery and external communications.

### **Customer Care**

To continually review, develop and improve systems, processes and services in support of the Council's pursuit of excellence in service delivery.  
To recognise the value of its people as a resource.

### **Training and Development**

To identify training and development needs with your manager, taking an active part in your Personal Development and Review Plan. To access development opportunities as they arise and share learning with others and where appropriate, actively encourage a learning environment and development within others.

### **Policy**

To work at all times within the established policies and practices of the Council, within the framework established by the Council Constitution and associated guidance.

### **Information Governance**

Confidentiality is of prime importance. In the normal course of duties, the post holder will have access to personal and or sensitive information relating to service users, staff and contractors, as well as information of a commercially sensitive nature. Such information should not be communicated to anyone outside or inside the Council unless done in the normal course of carrying out the duties of the post. Disciplinary action will be considered where a breach of confidence and or data breach has been established.

All information obtained or held during the post-holders period of employment that relates to the business of the Council and its service users and employees will remain the property of the Council. Information may be subject to disclosure under relevant legislation.

To ensure information is shared safely and complies with information governance standards and associated legislation.