

Appendix D – New Draft Job Descriptions (Subject to Job Evaluation)

JOB DESCRIPTION

JOB TITLE: Joint Growth Unit Manager (Project Delivery)

POST NO:

DEPT/SECTION: Economic Growth

GRADE/SCALE: 13

RESPONSIBLE TO: Assistant Director Economic Growth

RESPONSIBLE FOR:

Overall leadership of the multi-disciplinary economic growth project delivery team and coordination of project resources to deliver significant growth projects and programmes in support of sustainable economic and housing growth to drive outcomes and benefits for our communities, and to ensure Chesterfield achieves its growth strategy objectives.

MAIN PURPOSE OF THE POST:

- Works in partnership with both the public and private sector to identify and develop innovative ways to deliver robust growth projects and to secure commercial and public finance and investment funding to deliver tangible benefits that promote growth and transformation of Chesterfield's economy.
- Leads delivery of complex multi-agency regeneration projects
- Plans, monitors and manages projects and programmes identifying and mitigating any commercial, financial or legal risks.

- Manages and delivers complex, multi stakeholder projects or programmes to time and budget, ensuring highest level of communication and relationship management across all levels.
- Leads procurement exercises, ensuring best value for money and adherence to appropriate financial arrangements.
- Manages and monitors budgets and financial risks associated with programmes and projects to ensure effective management and financial propriety.
- Leads change management activities including change impact assessment, stakeholder management, managing resistance, building change capacity, designing and defining roles and responsibilities.
- Leading on the delivery and implementation of initiatives and programmes contain within the Chesterfield Economic Growth Strategy.
- Work with external delivery partners (including LEP's) to monitor the impact of funding programmes and initiatives, to ensure that finance is accessed for project delivery.
- Ensure Senior Council officers and elected Members are fully briefed on all issues relating to the delivery of significant projects in the local economy
- Support the wider Economic Growth Team in responding to inward investment enquiries and supporting the promotion of local supply chain initiatives to developers investing in the Borough.
- To ensure high standards of professional expertise and a high quality of project and programme managements.

DUTIES AND RESPONSIBILITIES:

The postholder must, at all times, carry out their duties and responsibilities to comply with Borough Council policies and procedures

1. Support the Assistant Director Economic Growth to develop, co-ordinate and deliver significant growth projects and investment opportunities across the Borough, providing a commercial and market awareness approach to regeneration working closely with private sector developers and the construction industry.
2. Manage the day to day workload of the Project Delivery Team reporting to the Assistant Director Economic Growth, providing strategic programme and project support to major cross-cutting capital investment projects and programmes across the borough.
3. Lead and embed project management practice across the Project Delivery Team to ensure the successful delivery of major projects.
4. To ensure that all projects and initiatives are based on sound business plans incorporating robust financial models and deliverable project plans. To ensure, in conjunction with the Assistant Directors Economic Growth and Housing Head of Service, that all projects are properly resourced.
5. To identify, and direct other team members in, land acquisitions necessary for site assembly and business relocation, including unlocking land opportunities and facilitating public and private sector development partnerships.

6. To work alongside the Economic Development Manager in bidding for external funding to support the delivery of projects and programmes.
7. Co-ordinate and direct others in the preparation of tenders, design competitions for identified sites, and manage the competition process within set guidelines.
8. Appoint, and direct others in appointing, the appropriate consultants and contractors to deliver any infrastructure, public realm or construction projects that are to be delivered directly by the Council, or in partnership with other public or private bodies.
9. Monitor the progress of schemes against agreed business plan and/or masterplan targets and take remedial action as necessary.
10. Identify, assess, manage and mitigate risks relating to the priority projects for this team, including the preparation and maintenance of risk logs which will contain all information about the risks, their analysis, countermeasures and status.
11. Provide strong performance management of the Project Delivery Team by owning and developing service planning, robust financial and performance management ensuring continuous improvement, value for money and best value are delivered.
12. Promote the continued growth of the Borough working with a range of public and private sector development partners, funding agencies, LEP partners and inward investors.

13. Provide strategic input to regeneration policy and programmes and to research, prepare and present strategic and high-level reports to the members of the Council, Joint Growth Board, Chief Executive, Corporate Management Team and Economic Growth Management Team.
14. Maintain effective links and joint working with public, private and voluntary agencies at Borough, regional and national level and to advise the Assistant Director Economic Growth and CMT of problems and opportunities affecting strategic policy and resource procurement.
15. Represent the interests of Chesterfield Borough Council in matters on inter authority organisations/meetings and other external bodies as directed by the Council.
16. Alongside the Economic Development Manager be responsible for managing the relationship with the Joint Growth Board and Derbyshire County Council.
17. To be responsible for the supervision and co-ordination of all employees within Chesterfield Borough Council that may be assigned to deliver regeneration projects.
18. Ensures that projects remain compliant with any legislative or governance changes at a Chesterfield, Derbyshire, East Midlands and national level.
19. To keep abreast of best practice, innovation and developments in respect of the wider economic development agenda and to recommend policy and improvements to the Corporate Management Team.

20. To be responsible for procuring and managing capital and service contracts, ensuring that all contractual, legal and health and safety matters are addressed.
21. Advise members of the council, service areas and where appropriate other individuals and organisations on matters relating to the area of activity.
22. Represent the council on inter-authority and regional working groups as appropriate.
23. Prepare and present reports to meetings of portfolio holders, the council's Cabinet, committees, scrutiny panels, community forums and tenant groups as appropriate.
24. To keep up to date with any changes in legislation impacting on the area of activity and to recommend to the Assistant Directors for Economic Growth and Housing any changes to policy and/or procedure in order to ensure compliance with legislation.
25. To assist in planning and delivering services in line with the Economic Growth Service Plan.
26. To assist in the setting of key performance indicators for the area of activity and to monitor, manage and report, as appropriate, performance against indicators.
27. To assist in setting and managing budgets for the area of activity and to be responsible for the effective and efficient control of all budgets relating to the area of activity.
28. To be responsible for working in accordance with all Council Policies – including but not limited to: financial,

procurement, customer care, performance management, health & safety and equality policies.

29. To be responsible for complying with all Health & Safety obligations.
30. To comply with all statutory requirements.
31. The following requirements are expected of every employee:
 - To participate in the council's quality initiatives
 - To use the council's computer systems in respect of the duties of the post and to have particular regard to the General Data Protection Regulations / Data Protection Act
 - To be aware of and implement the procedures relating to health and safety
 - To attend in service training as required
 - To be aware of and implement the Council's Equal Opportunities Policy
 - Must be prepared to work flexibly within the team
 - In addition, as a Council employee, you are considered to be an 'ambassador' of the Council to fulfil your responsibilities mindful of the Council's reputational interests.
32. Any other duties which are similar in level of responsibility
33. Deputise as required for the Assistant Director, Economic Growth.

SPECIAL FEATURES OF THE POST

You may be required to carry out your duties at your present workplace or some other council site.

PERSON SPECIFICATION

JOB TITLE: Joint Growth Unit Manager

SERVICE: Economic Growth

CRITERIA	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Experience	<p>Extensive experience of working on delivery of major and complex regeneration projects and initiatives.</p> <p>Managing staff, consultants and contractors</p> <p>Experience of relationship management with partners and private sector developers up to Director level.</p> <p>Experience of working in a multidisciplinary team within a project delivery focused /Economic Development environment.</p> <p>Experience in using programme and project management techniques and software.</p>	<p>Working with private sector and public sector partners to secure successful outcomes</p> <p>A proven track record of identifying and securing external funding and private sector investment.</p> <p>Experienced at presenting reports to committees/ project boards/ senior management teams.</p>	<p>Application form.</p> <p>Interview.</p>

	<p>Extensive experience of preparing project briefs and procuring and managing consultants.</p> <p>Managing budgets on major projects involving a range of partners and funding sources</p>	<p>Experience of writing and developing business cases and reports for a wide range of people</p> <p>Experience of local government working practices</p>	
Specialist Knowledge/ Skills	<p>Good Knowledge of current project management approaches, legislation and best practice.</p> <p>Ability to analyse complex issues and produce reports, provide briefings.</p> <p>Able to demonstrate a robust knowledge and understanding of project delivery issues.</p> <p>High level of budgeting and resource managing skills</p>	<p>Appreciation of legal contracts and public and private sector financial instruments to employment growth and regeneration.</p> <p>Experience of local government working practices.</p> <p>Ability to use relevant ICT systems, e.g. Microsoft Word, Auto Cad, Project</p>	<p>Application form.</p> <p>Interview.</p> <p>Practical exercise.</p>

		<p>Management software and tools, Powerpoint and Excel</p> <p>Knowledge of various funding sources</p>	
Qualifications	Degree in Economic Development related or equivalent discipline.	<p>Qualification in management</p> <p>Prince2 Project Management or equivalent</p> <p>Membership of a relevant professional body</p>	<p>Application form.</p> <p>Certificates</p>
Interpersonal Skills	<p>Effective verbal and written communication skills.</p> <p>Tact and diplomacy in dealing with all stakeholders</p> <p>A strong communicator who is able to influence, negotiate, build and develop/manage strong working relationships</p>	<p>Technical presentation skills e.g. Power Point.</p>	<p>Interview.</p> <p>Practical exercise</p>

	<p>with external partners and customers.</p> <p>High level of personal effectiveness (e.g. organisational skills, time management)</p> <p>Clear leadership, influencing and negotiation skills and an ability to motivate staff and partner agencies alike.</p> <p>Ability to work with a range of partners and stakeholders at a national, regional and local level in the successful delivery of housing growth.</p> <p>Be a team player that can support others in the team to deliver real outcomes for the benefit of the local economy</p>		
Personal Circumstances	<p>Able to be mobile around Chesterfield borough</p> <p>Willingness to work outside normal office hours as the job requires</p>		Application form.

JOB DESCRIPTION

JOB TITLE: Project Officer (Project Manager)

POST NO:

DIRECTORATE: Economic Growth Directorate

SERVICE AREA: Economic Development/Growth Unit

GRADE: 12

RESPONSIBLE TO: Joint Growth Unit Manager

RESPONSIBLE FOR:

MAIN PURPOSE OF POST:

- To lead on and co-ordinate the delivery of major regeneration projects and programmes that contribute to the growth of Chesterfield's economy.
- To project manage the delivery of key regeneration projects/programmes as outlined in the Chesterfield Growth Plan, maximising opportunities from partnership working, external funding and facilitating positive economic outcomes for the local economy.
- To be responsible for project financial management and planning to include the management of substantial project budgets and procurement associated with projects.
- To work with the wider Economic Development Team and Head of Economic Growth to identify, develop and pursue new regeneration opportunities.

DUTIES AND RESPONSIBILITIES:

The post holder must, at all times, carry out their duties and responsibilities to comply with Borough Council policies and procedures.

1. To programme manage the implementation of major and complex regeneration projects.
2. Ensure that effective project management, planning, budget and risk management controls systems are in place to ensure sound project delivery.
3. Provide leadership to multi-disciplinary teams from a project delivery perspective in order to achieve successful regeneration outcomes from project delivery.
4. Ensure that all professional work related to project delivery is undertaken (e.g. site acquisitions, licenses, disposals, consents).
5. To maintain a thorough knowledge of the latest policies, regeneration opportunities, strategies and initiatives locally, regionally and nationally in order to facilitate the delivery of projects and the development of new initiatives.
6. Work in partnership with external partners and key stakeholders from the public and private sector to ensure the effective delivery of projects and to ensure strong and effective relationships are maintained.
7. Identify, as appropriate, new opportunities for projects/schemes and activities that will support the delivery of ambitions as outlined in the Chesterfield Growth Plan and the Council's Corporate Plan.

8. Use up to date knowledge of funding to identify and secure funding from the public and private sector to enhance project delivery or to support the development of new projects.
9. Oversee and implement procurements to support project delivery in line with Council's (and or funders) procurement policy.
10. Identify gaps in knowledge and skills requirements internally to ensure effective delivery of projects in a timely manner, overseeing the procurement of consultants/research and studies as appropriate.
11. Prepare detailed project plans, reports and analysis for Project Boards, external stakeholders and internal Council meetings (including Cabinet and Full Council reports).
12. Ensure compliance with all project funding requirements through achieving the effective monitoring of activity undertaken and the establishment of clear audit trails.
13. Using a range of communication methods, including presentations, report on project progress to a range of internal and external stakeholders as required.
14. Ensure opportunities for positive communications as a result of project/schemes are maximised.
15. Ensure that the wider economic, social and health benefits from project/scheme delivery are realised by working with colleagues and partners.
16. Ensure that good practice is embedded into the delivery of projects and that lessons learned and evaluation is included in all aspects of project delivery.

17. Any other duties which are equal/similar to the responsibility level and grade of the post.
18. To be aware of, and implement, the Council's Equal Opportunities Policy

SPECIAL FEATURES OF THIS POST

Chesterfield Borough Council operates an agile working policy that enables employees to work from a variety of locations to best serve the customer and the service. It is envisaged that this post will involve an element of agile working, requiring you to carry out your duties at your usual workplace or at another Council site but which may also require you to work from home or at any other site delivering services for the council as directed.

PERSON SPECIFICATION

JOB TITLE: Project Officer

POST NO:

DIRECTORATE/SERVICE AREA: Economic Growth/Growth Unit

SKILLS/KNOWLEDGE/ABILITIES

Essential

- Highly developed project management skills with clear evidence of successful delivery of complex regeneration projects.
- Thorough understanding of national policy framework for regeneration.
- Strong financial reasoning and analytical skills with the ability to manage substantial budgets.
- Working knowledge of external funding with a track record of securing funding for use on regeneration activities.
- Ability to manage and monitor external funding.
- Good understanding of planning process as part of project development, management and delivery.
- Well-rounded understanding of property development in both housing and commercial sector.
- Experienced communicator both verbally and in writing (experienced in preparing reports internally and externally,

producing project monitoring updates as well as having effective inter personal skills that allow you to persuade and influence others).

- Ability to lead, motivate and develop project teams and forge effective relationships often at a senior level.
- Ability to plan and co-ordinate activities of self and project team in context of conflicting priorities.
- Ability to work to tight deadlines whilst managing a variable workload and changing priorities.
- Ability to think creatively and develop new solutions to resolve problems.
- Demonstrate an innovative approach with the ability to identify and deliver improvements.

Desirable

- Knowledge of Combined Authority/Local Enterprise Partnership (LEP) priorities and ability to link with successful project delivery on the ground.

EXPERIENCE

Essential

- Experience of managing complex regeneration projects.
- Experience of working in regeneration/economic development
- Experience of managing and monitoring multiple funding streams and substantial budgets > £5m

- Experience and track record in leading multi-disciplinary project teams and partnerships to secure positive outcomes.
- Experience of managing internal and external contractors to deliver positive outcome to agreed project specification and timeframes.
- Experience of managing procurement processes
- Experience of chairing regular progress meetings and or steering groups with relevant internal and external stakeholders

Desirable

- Experience of managing the implementation and delivery of high value construction projects

QUALIFICATION/TRAINING

Essential

- Educated to degree level or equivalent

Desirable

- Project Management training qualification or equivalent
- A professional qualification at level 4 or above in a related field (surveying, planning, construction)

JOB DESCRIPTION

JOB TITLE: Senior Economic Development Officer (Skills Delivery)

POST NO:

DEPT/SECTION: Economic Growth/Economic Development

GRADE/SCALE: 11

RESPONSIBLE TO: Economic Development Manager

RESPONSIBLE FOR:

- Delivery of the Skills Action Plan and Apprentice Town initiative

MAIN PURPOSE OF THE POST:

- Leading the on delivery and implementation of initiatives and programmes contain within the Chesterfield Skills Action Plan. Working with internal and external partners to achieve the objectives contained within the Skills Action Plan.
- Taking the lead on Apprentice Town initiative to ensure that apprenticeships are promoted effectively with young people, employers and parents and that participation is increased.
- Working with the Planning Team, developers and external partners to ensure community gain is maximised from developments taking place in Chesterfield, exploiting the pro-active use if local labour clauses and local supply chain initiatives. This should include the monitoring of the impact of activities undertaken to highlight the value of intervention and to develop quality case studies.

- Support the promotion of local supply chain initiatives to developers investing in the Borough, through direct public sector procurement activity and through promoting the benefits of trading locally to businesses.
- Work with external delivery partners (including LEP's) to monitor the impact of skills programmes and initiatives, to ensure that finance is accessed for project delivery.
- Ensure Senior Council officers and elected Members are fully briefed on all issues relating to skills in the local economy
- Manage CBC budgets in relation to skills.
- Work with businesses to provide advice in relation to skills support/recruitment support including responding to redundancies as they emerge.
- Support the wider Economic Development Team in responding to inward investment enquiries where skills support is an integral part of the response required.
- Ensure that through effective skills delivery that the opportunity impact on social exclusion is harnessed for the benefit of residents of the Borough.

DUTIES AND RESPONSIBILITIES:

The postholder must, at all times, carry out their duties and responsibilities to comply with Borough Council policies and procedures

1. To be responsible for the supervision and co-ordination of all employees within Chesterfield Borough Council that may be assigned to projects to support skills delivery.

2. Deputise as required for the Economic Development Manager and Strategic Director, Economic Growth.
3. To keep abreast of best practice, innovation and developments in respect of the wider skills agenda and to recommend policy and improvements to the Corporate Management Team.
4. To lead the delivery of all activity related to the Chesterfield Skills Action Plan including the delivery of the Apprentice Town Initiative, Local Labour initiatives, local supply chain, redundancy responses, business support in relation to skills and recruitment and the effective monitoring of delivery of external partners projects in relation to skills.
5. To ensure the timely review of the Skills Action Plan in conjunction with the wider Development and Growth Service and other internal and external partners including LEP's, local Colleges and academic institutions.
6. To take a strategic lead in developing and building commercial relationships with key stakeholders, developers, land owners and potential investors to deliver skills support activity.
7. To work closely with Cabinet and local elected members on the skills issues and policies for the borough that align with the Skills Action Plan, Corporate Plan and Growth Strategy.
8. Work with the Economic Development Manager to deliver a key account management approach to advising businesses on skills, apprenticeships, local supply chain activities.

9. To ensure that the council adopts a consistent, pro-active approach to delivering positive outcomes from local labour clauses agreed as part of the planning process on new developments and that the impacts of these clauses are effectively monitored.
10. To strategically commission skills activity via a range of delivery models to maximise public, private and institutional financial resources for the borough.
11. To ensure that the range of innovative skills delivery models are responsive to national skills policy and funding environments to increase delivery and funding from Government, public, private and institutional finances.
12. To bid for and assemble funding and manage the budgets that will support the delivery of the new build programme.
13. To be responsible for procuring and managing capital and service contracts, ensuring that all contractual, legal and health and safety matters are addressed.
14. Advise members of the council, service areas and where appropriate other individuals and organisations on matters relating to the area of activity.
15. Represent the council on inter-authority and regional working groups as appropriate.
16. Prepare and present reports to meetings of portfolio holders, the council's Cabinet, committees, scrutiny panels, community forums and tenant groups as appropriate.

17. To keep up to date with any changes in legislation impacting on the area of activity and to recommend to the Assistant Directors for Economic Growth and Housing any changes to policy and/or procedure in order to ensure compliance with legislation.
18. To assist in planning and delivering services in line with the Economic Growth Service Plan.
19. To assist in the setting of key performance indicators for the area of activity and to monitor, manage and report, as appropriate, performance against indicators.
20. To assist in setting and managing budgets for the area of activity and to be responsible for the effective and efficient control of all budgets relating to the area of activity.
21. To ensure that all services are provided in accordance with the council's Equalities Policies and Procedures.
22. The following requirements are expected of every employee:
 - To participate in the council's quality initiatives
 - To use the council's computer systems in respect of the duties of the post and to have particular regard to the General Data Protection Regulations / Data Protection Act
 - To be aware of and implement the procedures relating to health and safety
 - To attend in service training as required
 - To be aware of and implement the Council's Equal Opportunities Policy
 - Must be prepared to work flexibly within the team

- Any other duties which are similar in level of responsibility

SPECIAL FEATURES OF THE POST

You may be required to carry out your duties at your present workplace or some other council site.

BEHAVIOURAL COMPETENCIES

One Council, One Team

- **Seeing the Bigger Picture**

Be alert to emerging issues and trends which might impact or benefit own work

Develop an understanding of own work priorities and how this contributes to council strategy and objectives

Ensure own work activities are aligned to council priorities

Actively seek out and share experience to develop understanding and knowledge of own work business area

Seek to understand how the services, activities and strategies in the area work together to create value for the customer/end user

Bring together views and perspectives of stakeholders to gain a wider picture of the landscape surrounding activities and policies

- **Collaboration and Partnering**

Establish relationships with a range of stakeholders to support delivery of business outcomes

Act as a team player, investing time to generate a common focus and genuine team spirit

Actively seek input from a diverse range of people

Readily share resources to support higher priority work, showing pragmatism and support for the shared goals of the organisation

Deal with conflict in a prompt, calm and constructive manner

Encourage collaborative team working within own team and across the council

Customer Focussed

- **Delivering value for money services**

Recommend actions to achieve value for money and efficiency, maximising revenue through every opportunity

Cultivate and encourage an awareness of cost, using clear simple examples of benefits and how to measure outcomes

Work confidently with performance management and financial data to prepare forecasts and manage and monitor budget against agreed plans

Follow appropriate financial procedures to monitor contracts to ensure deliverables are achieved

Monitor the use of resources in line with organisational procedures and plans and hold team to account

- **Managing a quality service**

Make effective use of project management skills and techniques to deliver outcomes, including identifying risks and mitigating actions

Develop, implement, maintain and review systems and service standards to ensure professional excellence and expertise and value for money

Work with team to set priorities, goals, objectives and timescales

Establish mechanisms to seek out and respond to feedback from customers about service provided

Promote a culture that tackles fraud and deception and ensures security of information

Develop proposals to improve the quality of service with involvement from a diverse range of staff, stakeholders or delivery partners

Can Do

- **Changing and Improving**

Find ways to improve systems and structures to deliver with more streamlined resources

Regularly review procedures or systems with teams to identify improvements and simplify processes and decision making

Be prepared to take managed risks, ensuring these are planned and their impact assessed

Actively encourage ideas from a wide range of sources and stakeholders and use these to inform own thinking

Be willing to meet the challenges of difficult or complex changes, encouraging and supporting others to do the same

Prepare for and respond appropriately to the range of possible effects that change may have on own role/team

Champion change within your team and encourage others to do the same

- **Delivering at Pace**

Successfully manage, support and stretch self and team to deliver agreed goals and objectives

Show a positive approach in keeping their own and the team's efforts focused on the goals that really matter

Take responsibility for delivering expected outcomes on time and to standard, yet allowing others space and authority to deliver objectives

Plan ahead but reassess workloads and priorities if situations change or people are facing conflicting demands

Regularly monitor own work against milestones or targets and act promptly to keep work on track and maintain performance

Coach and support others to set and achieve challenging goals for themselves

- **Developing Self and Others**

Identify and address team or individual capability requirements and gaps to deliver current and future work

Identify and develop all talented team members to support succession planning, devoting time to coach, mentor and develop others

Value and respond to different personal needs in the team using these to develop others and promote inclusiveness

Proactively manage own career and identify own learning needs with line manager, plan and carry out work-place learning opportunities

Continually seek and act on feedback to evaluate and improve their own and team's performance

Honesty and Respect

- **Leading and Communicating**

Continually communicate with staff, helping to clarify goals and activities and the links between these and council strategy

Recognise, respect and reward the contribution and achievements of others, valuing difference

Communicate in a straightforward, honest and engaging manner with all stakeholders and stand ground when needed

Communicate using appropriate styles, methods and timing, including digital channels, to maximise understanding and impact

Promote the work of the council and play an active part in supporting the council values and culture, challenging unacceptable behaviour; lead by example

Role model enthusiasm and energy about their work and motivate others to do the same

- **Making Effective Decisions**

Make decisions (based on policies/constitution) when they are needed, even if they prove difficult or unpopular, explaining rationale as appropriate

Identify a broad range of relevant and credible information sources and recognise the need to collect new data when necessary from internal and external sources

Recognise patterns and trends in a wide range of evidence/ data and draw key conclusions, outlining costs, benefits, and risks

Ensure all council and public data is treated with care in accordance with security procedures and protocols

Recognise scope of own authority for decision making within the constitution and empower others to make decisions

Invite challenge and where appropriate involve others in decision making to help build engagement and present recommendations

NOTE

Project Officer (Planning and Development) – detailed Job Description and Person Specification to be completed but will be based upon that for Project Officer (Project Management).

PERSON SPECIFICATION

JOB TITLE: Senior Economic Development Officer (Skills)

SERVICE: Economic Growth/ Economic Development

CRITERIA	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Experience	<p>Extensive experience of working on delivery of complex and skills projects and initiatives.</p> <p>Experience of relationship management with partners and private sector developers up to Director level.</p> <p>Experience of working in a multidisciplinary team within a project delivery focused /Economic Development environment.</p> <p>A proven track record of identifying and securing external funding and private sector investment.</p>	<p>Working with private sector and public sector partners to secure successful outcomes</p> <p>Experience of implementing local labour agreements on developments with developers.</p> <p>Experienced at presenting reports to committees/ project boards/ senior management teams.</p>	<p>Application form.</p> <p>Interview.</p>

	<p>Experience in using programme and project management techniques and software.</p> <p>Extensive experience of preparing project briefs and procuring and managing consultants.</p>	<p>Experience of writing and developing strategies and reports for a wide range of people</p> <p>Experience of local government working practices</p> <p>Experience of the management and direction of staff.</p>	
Specialist Knowledge/ Skills	<p>Knowledge of current skills issues, legislation and best practice.</p> <p>Ability to analyse complex issues and produce reports, provide briefings.</p> <p>Able to demonstrate a robust knowledge and understanding of skills issues from the public sector perspective.</p>	<p>Appreciation of legal contracts and public and private sector financial instruments to skills activity, employment growth and regeneration.</p> <p>Experience of local government</p>	<p>Application form.</p> <p>Interview.</p> <p>Practical exercise.</p>

		<p>working practices.</p> <p>Ability to use relevant ICT systems, e.g. Microsoft Word, Auto Cad, Project Management applications, Powerpoint and Excel</p>	
Qualifications	Degree in Economic Development related or equivalent discipline.	<p>Qualification in management</p> <p>Prince2 Project Management or equivalent</p>	<p>Application form.</p> <p>Certificates</p>
Interpersonal Skills	<p>Effective verbal and written communication skills.</p> <p>Tact and diplomacy in dealing with all stakeholders</p> <p>A strong communicator who is able to influence, negotiate, build and develop/manage strong working relationships</p>	<p>Technical presentation skills e.g. Power Point.</p>	<p>Interview.</p> <p>Practical exercise</p>

	<p>with external partners and customers.</p> <p>Clear leadership, influencing and negotiation skills and an ability to motivate staff and partner agencies alike.</p> <p>Ability to work with a range of partners and stakeholders at a national, regional and local level in the successful delivery of housing growth.</p> <p>Be a team player that can support others in the team to deliver real outcomes for the benefit of the local economy</p>		
Personal Circumstances	<p>Able to be mobile around Chesterfield borough</p> <p>Willingness to work outside normal office hours as the job requires</p>		Application form.

JOB DESCRIPTION

JOB TITLE: Contract and Commercial officer

POST NO:

SERVICE AREA: Economic Growth/Growth Team

GRADE: 12

RESPONSIBLE TO: Joint Growth Unit Manager/Property
Procurement and Contracts Law
Manager

RESPONSIBLE FOR: None

MAIN PURPOSE OF POST:

- To provide expert legal advice and assistance on high risk, complex and significant transactions in relation to Contract and Procurement matters.
- To support and advise Council Officers and Members on commercial matters including Economic Regeneration and Commercial Contracts and Procurement Projects.
- To support the Economic Growth Teams and Governance Service generally and the Property, Procurement and Contracts and the Local Government & Regulatory Law teams in particular in providing a comprehensive legal service to the Council at all times
- To provide all of the above to the Council.

DUTIES AND RESPONSIBILITIES:

1. To provide expert legal advice to Council Officers and Members on procurement, contracts, TUPE, EU Procurement/EU tendering processes and Public Contract Regulation and Local government powers for alternative business structures
2. To prepare draft and complete commercial contracts, including services contracts, joint arrangements and funding agreements ensuring that they comply with the Council's Contract Procedure Rules, the Public Contracts Regulations and any relevant policies and strategies.
3. To ensure that in relation to the Council's contractual portfolio contributing to the Council's business transformation, regeneration and asset management strategies, that contract documentation is drawn up to protect the Council through an understanding of the current market risks involved.
4. To negotiate with third parties and often involving opposing solicitors in resolving breaches of Contract and other Contractual disputes on range of advanced and/or complicated matters to achieve agreement and settlement for the council on the best commercial terms available.
5. To ensure the delivery of value for money in respect of the drafting appropriate Contract documents and through the corporate monitoring of Contract compliance.
6. To deliver complex specialist commercial Contract and Procurement advice and legal support as required with the minimum of supervision

7. To provide commercial legal advice on partnership, collaboration and related business structures for the delivery of Council services and the maximisation of income.
8. To advise on and deal with breaches of Contract and other Contractual disputes.
9. To organise, direct and review the work of Property, Procurement & Contracts Legal Executive where required by the Project Delivery Manager and the Property, Planning & Contracts Law Manager.
10. To mentor and train less experienced colleagues in Governance and to work with commissioning and procurement officers across the Council training and mentoring as directed by the Head of Governance
11. To advise and assist the Property, Procurement and Contracts Manager as necessary, including deputising for the Project Delivery Manager and the Property, Procurement and Contracts Manager in his/her absence.
12. To attend committees and other meetings as required.
13. To advise on reports and the decision-making process.
14. To carry out commercial Conveyancing and development work to include work on sales, purchases, leases and licences including the Right to Buy transactions.
15. To assist the Local Government & Regulatory Law Team in respect of civil, criminal and regulatory matters as required.

16. To be aware of and keep up-to-date with changes in UK and EU legislation and case law affecting the range of matters carried out by the postholder and to keep Members and Officers informed. To monitor the progress of work against relevant standards and timetables and ensure that performance standards are met.
17. To perform any other duties as may be commensurate with the grade.
18. To deliver the Health and Safety responsibilities relevant to the role as defined in the Council's Health & Safety policy.
19. To comply with the professional rules, guidance and regulations applicable to a Solicitor or Barrister in England.
20. To comply with and carry out all duties with due regard to the Council's equal opportunities policy
21. To comply with requirements of Data Protection Act and Freedom of Information Act.

SPECIAL FEATURES OF THE POST:

1. The post is politically restricted.
2. The post may involve attendance at meetings and events outside of normal office hours.
3. You may be required to carry out the duties at the Town Hall, Chesterfield or at any other Council site

PERSON SPECIFICATION

JOB TITLE: Contract and Commercial Officer

POST NO:

DIRECTORATE/SERVICE AREA: Economic Growth/Growth Unit

KNOWLEDGE, SKILLS & ABILITIES

Essential

- Demonstrate an in-depth knowledge of contract and procurement law including the Public Contract Regulations relating to contracts including contracts for the supply of goods, materials or services and contracts for the carrying out of works.
- Track record of dealing with complex, contentious and sensitive matters of Public Procurement law.
- Strong contract drafting and negotiating skills with experience of drafting complex legal documentation with minimal or no supervision.
- Knowledge of the day to day problems which occur in a regulated procurement environment
- Ability to work autonomously and as part of a team
- Knowledge of the law relating to Conveyancing and Property
- Good research and analysis skills
- Ability to effectively prioritise work within a small, busy team.

- Ability to provide solution focussed advice.
- Highly developed communication skills over all media to deliver clear and effective advice to officer, members, outside bodies and other stakeholders
- Ability to use Microsoft and online research tools.

Desirable

- Knowledge of Data Protection and Freedom of Information law.
- Knowledge of Local Government law.

EXPERIENCE

Essential

- At least 5 years' experience of providing significant commercial contract and procurement legal advice, including negotiating and drafting of the contract documentation.

Desirable

- At least 5 years' experience of working in a local authority or other similar public sector organisation or regulatory authority.
- Experience of electronic case management time recording systems and/or other data bases
- Experience of advising on local government regulatory law matters.

QUALIFICATIONS & TRAINING

Essential

- Practising Lawyer and qualified to work in the UK with a minimum, of 5 years post qualification experience.

Desirable

- Membership of the Procurement Lawyers Association

SPECIAL FEATURES OF THIS POST

Chesterfield Borough Council operates an agile working policy that enables employees to work from a variety of locations to best serve the customer and the service. It is envisaged that this post will involve an element of agile working, requiring you to carry out your duties at your usual workplace or at another Council site but which may also require you to work from home or at any other site delivering services for the council as directed.