

## **GROWTH AND ECONOMIC DEVELOPMENT OFFICER - open to flexible working**

**£35,934 to £40,760**

Nottinghamshire is a place of legend, famous for its history and unique heritage. It's a place of ambition, where people are industrious, pioneering and creative. It's a place where business thrives, creating opportunities and prosperity.

We have a vision for Nottinghamshire - to make it a great place to raise a family, to build a future, to enjoy later life and to start and grow a business. Our economy and our population will continue to grow. We are at the heart of the Midlands Engine and home to the East Midlands hub for HS2. We are creating place where people want to live and do business.

Growth and Economic Development Officers are at the heart of Nottinghamshire County Council's Place Department, playing a central role in helping to the Council decide on local economic priorities and undertaking activities to drive economic growth, create high value sustainable local jobs and be a leading destination of choice for both business and visitors.

### **THE ROLE**

No two days will be the same. You will be at the heart of transformational projects, building effective relationship across wider stakeholder groups to support our business objectives. Working closely with Place Department colleagues to ensure a coordinated and consistent approach, you will lead on and provide consistent briefing and management control for all of Nottinghamshire County Council's dealings with the Derby, Derbyshire, Nottingham and Nottinghamshire Local Enterprise Partnership (D2N2 LEP).

The D2N2 LEP, established in 2010, is one of the largest LEPs in England, covering an area with a population of more than two million people and with an economic output of over £42.9 billion Gross Value Added (ONS report, February 2016). D2N2's over-arching target is to support the creation of 55,000 new jobs in D2N2 by 2023. Most of these jobs will be in the private sector. D2N2 LEP is led and governed by a private sector-led Board made up of high profile and respected leaders from the D2N2 area's businesses, local authorities, skills and training providers, community and voluntary services organisations, and other sectors. Nottinghamshire County Council is part of the D2N2 LEP's area and works closely on growing the area's economy.

This Growth and Economic Development Officer role will have close engagement with the Leader of the Council, two elected Members and the Chief Executive. All need properly briefing about the meetings they attend (especially but not limited to, the D2N2 LEP Board, the D2N2 Investment Board and the European Social Investment Fund (ESIF) Sub-Committee). In practice, this means turning the information and intelligence passed through organisations and identified via routine

liaison with colleagues, specialist departments and at meetings into: high-quality briefings, slides and reports. This approach will inform and task departmental officers and support our elected Councillors and senior officers in relation to major cross-cutting issues for the Council and for Nottinghamshire.

You'll work with colleagues across the Council and beyond, drawing on experts, and building and maintaining long-lasting collaborative relationships. You will be involved (on occasion leading) several projects to accelerate business and economic growth in Nottinghamshire. All aimed at ensuring the County reaches its potential for supporting local businesses to grow and expand.

The role is based in our West Bridgford Headquarters. Nottingham Train Station is a 20-minute walk away. There is onsite parking and pool vehicles (cars and vans) available for work-related journeys. Nearby, there are several dining and retail options and world-famous sporting venues. You'll be part of a team within the Place Department's Growth and Investment Division which champions our 817,000 resident's and 31,000 business's needs.

## **MUST-HAVES**

You need to have a relevant track record, as well as hold a degree or have equivalent relevant experience:

- Someone who pays attention to details, is punctual and well organised, with excellent analytical and intelligence gathering skills
- Personable with everyone you come in to contact with, with clear presentation skills, both orally and in writing
- Hands-on, with a can-do attitude and able to deal with uncertainty, remaining flexible and adaptable to changing priorities and demands
- Able to build effective relationships with senior level stakeholders and adapt to different circumstances, easily navigating between different cultures and organisational settings
- Located within easy commuting distance of West Bridgford, with the ability to travel throughout the D2N2 LEP area and work with a flexible schedule that may change based on the needs of the business
- Aware of current policy debates and challenges and familiarity with European Funding. This is because you will need to analyse, interpret and summarise information from a range of sources to produce clear and well-structured documents for internal and external audiences
- Able to think and work creatively to tackle problems and challenges, demonstrating own initiative and judgement within given constraints and asking for and giving help when needed
- Someone with a desire to learn and seek new challenges

- A creative thinker with the ability for sound judgement, empathy, self-awareness and accountability
- Comfortable representing the Council at stakeholder events and meetings
- Genuinely interested in the aims and objectives of Nottinghamshire County Council

## **COUNCIL BACKGROUND AND CULTURE**

Nottinghamshire County Council has a £1.1 billion budget and over 16,000 (direct and indirect). The Council is responsible for the provision and performance of around 440 statutory and discretionary services across Nottinghamshire including the vital range of services for children, public protection, social care and highways as well as many discretionary services relating to the social, environmental, and economic well-being of the area.

We're getting the basics right by recognising and investing in our future talent. We are committed to developing employees in their roles throughout their career. Learning and development plans enable employees to continue their professional development through training and development opportunities such as e-learning, classroom training and on-the-job experiences. We encourage our employees to share their learning across teams and organisations.

Our commitment to equality has been recognised by Stonewall, the leading LGBT rights charity, in their annual Workplace Equality Index. We are currently ranked the highest performing public sector organisation in the Midlands. We are also a Disability Confident Employer. We can offer flexible working and elements of agile working. Join us and you will be part of an organisation that values your contribution, leaving you feeling empowered to make a difference for our people and place.

## **WHAT TO DO NEXT**

We want to be a place where a diverse mix of talented people want to come, to stay and do their best work. Please visit our dedicated webpages, which provide information about working in the Place Department:

<http://www.nottinghamshire.gov.uk/jobs-and-working/working-for-us/place-department>

Informal enquiries may be made to Nicola McCoy-Brown, Group Manager Growth and Development on 0115 977 2580 or [nicola.mccoybrown@nottscc.gov.uk](mailto:nicola.mccoybrown@nottscc.gov.uk)

The closing date for applications is 12 noon on Monday 6 January 2020. Interviews will be carried out on either Wednesday 22<sup>nd</sup> January 2020 or Friday 24<sup>th</sup> January 2020.