



Coventry City Council

## Job Description

<b>Post:</b>	Business Development Officer –Thrive at Work	<b>Job Number:</b>	
<b>Service:</b>	Employment & Wellbeing Service	<b>Post Number:</b>	
<b>Location:</b>	One Friargate	<b>Grade:</b>	6

### Our values:

We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation.

### Job Purpose:

To support businesses to develop and grow and to invest in the health of their staff through the delivery of the Thrive at Work Award.

To help gain funding for City Council and Partner programmes that support business and employment growth in Coventry and the sub-region, to manage initiatives and to develop and to maintain project management processes

### Main Duties and Responsibilities:

#### Service Delivery

1. managing and delivering elements of the business support service including working directly with businesses at the highest level.
2. providing support on addressing workplace health issues and assisting with improvements, using the Thrive at Work Award framework, identifying resources and services to address areas for action, including carrying out on-site inspection visits for the Charter verification process.
3. proactively promoting Coventry as a place to invest and providing information and support to potential investors including the organisation of events, preparing publicity materials, maintaining a vibrant web site, responding to enquiries and introducing new media application
4. representing the Team at events and exhibitions and at partnership management meetings and establishing a wide range of local and regional contacts for evaluation, dissemination and programme development purposes

## Funding

1. Developing new programmes to support business and employment growth and preparing external funding applications
2. Contributing to the Team's budgetary control system and ensuring that business grant application processes are robust, auditable and appropriate
3. Acting as the Project Officer for specific externally funding regimes (Government and European), ensuring compliance with the terms and conditions of the funding provider, and negotiating with clients, partners, suppliers and external funding agencies to achieve contract requirements and the effective use of resources
4. Managing relevant client databases, ensuring the integrity of client data and using information technology to pursue the key duties of the post.
5. Coordinating the quality and performance procedures within the team and working with team members to develop methods for continuous improvement
6. Any other duties and responsibilities within the range of the salary grade.

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

### **Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

### **Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Workforce Diversity and Inclusion Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

**Responsible for:**

**Responsible to:** Business Development Advisor

**Date Reviewed:**

**Updated:** June 2022



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## Person Specification

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Area	Description
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<b>Knowledge:</b>	<ul style="list-style-type: none"> <li>• Good knowledge of Government and European funding regimes</li> </ul>
	<ul style="list-style-type: none"> <li>• Good knowledge of workplace health issues and interventions and the key agencies within the health arena.</li> </ul>
	<ul style="list-style-type: none"> <li>• Knowledge of employment law and effective policies and procedures.</li> </ul>
	<ul style="list-style-type: none"> <li>• Knowledge of business investment drivers</li> </ul>
	<ul style="list-style-type: none"> <li>• Knowledge of best practice in project management, principally in relation to monitoring, evaluation and financial management.</li> </ul>

<b>Skills and Abilities:</b>	<ul style="list-style-type: none"> <li>• Excellent verbal, presentational and written communication skills for making presentations and preparing a wide range of written material.</li> </ul>
	<ul style="list-style-type: none"> <li>• Good negotiating and influencing skills for working sensitively with businesses and partners.</li> </ul>
	<ul style="list-style-type: none"> <li>• Excellent information technology skills to record, analyse and present information, and prepare written material.</li> </ul>
	<ul style="list-style-type: none"> <li>• Able to think systematically and develop processes to record, analyse and present complex financial and other information.</li> </ul>
	<ul style="list-style-type: none"> <li>• Able to understand and evaluate business finance data, prepare financial forecasts and maintain a budgetary control system using spreadsheets.</li> </ul>
	<ul style="list-style-type: none"> <li>• Able to evaluate programmes against performance criteria and make recommendations for future action.</li> </ul>
	<ul style="list-style-type: none"> <li>• Able to select and create key marketing messages</li> </ul>
	<ul style="list-style-type: none"> <li>• Able to develop new programmes and external grant applications by researching business and economic activity.</li> </ul>
	<ul style="list-style-type: none"> <li>• Able to work effectively with business leaders and the senior managers of public sector organisations.</li> </ul>
	<ul style="list-style-type: none"> <li>• Able to manage personal time, set priorities and achieve goals and targets.</li> </ul>
	<ul style="list-style-type: none"> <li>• Able to work flexibly in a team structure and undertake occasional early morning or evening work in connection with exhibitions and meetings.</li> </ul>
	<ul style="list-style-type: none"> <li>• Able to demonstrate a commitment to implement equal opportunities.</li> </ul>
	<ul style="list-style-type: none"> <li>• Able to work with all service users in line with the City Council's Equality, Diversity and Inclusion Policy</li> </ul>



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<b>Experience:</b>	<ul style="list-style-type: none"> <li>• Experience of developing and seeking funding for economic development projects.</li> </ul>
	<ul style="list-style-type: none"> <li>• Experience of managing complex projects that require the regular monitoring and reporting of financial and output information.</li> </ul>
	<ul style="list-style-type: none"> <li>• Experience of working with business leaders and their staff</li> </ul>
	<ul style="list-style-type: none"> <li>• Experience of facilitating and organising events</li> </ul>
	<ul style="list-style-type: none"> <li>• Experience of working with partner organisations to achieve common goals.</li> </ul>

<b>Educational:</b>	<ul style="list-style-type: none"> <li>• Background in workplace health and HR practices through formal qualification in areas such as CIPD, NEBOSH, Public Health, Health and Life Sciences or relevant work experience.</li> </ul>
	<ul style="list-style-type: none"> <li>• The level of competence would be that acquired by a graduate who has studied these topics, or demonstration of competence through an appropriate professional qualification or relevant work experience.</li> </ul>
	<ul style="list-style-type: none"> <li>• </li> </ul>

<b>Special Requirements:</b>	<ul style="list-style-type: none"> <li>• Ability to travel around for attendance at meetings within Coventry and at regional locations.</li> </ul>
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**Date Reviewed:**

**Updated:** June 2022