

Person Specification



Job Title	Business Development and Programme Manager
Grade	PO6
Service/Section	Economic Development
Directorate	Place and Growth

Shortlisting Criteria: Essential criteria assessed via application form should be used to shortlist.

Criteria	Essential/ Desirable
Knowledge	
Strong understanding of economic issues that affect businesses, communities and town centres	<u>D</u>
Understanding of approaches to support economic growth and development across the remit of business, town centre and markets	D
Knowledge of capital project delivery would be very desirable alongside an understanding of street trading legislation.	D
Strong understanding of the night time economy work and ideally experience in terms of delivery of this key strategic programme.	D
Skills and Abilities	
Building and maintaining strong relationships internally and externally with demonstrable partnership working	E
Ability to work well in a complex environment with competing priorities	E
Extensive experience in delivering complex stakeholder engagement workshops.	E
Experience in delivering events and activations across town centres and the associated methodology.	D
Experience	

Experience of carrying out data analysis to build a comprehensive picture of trends and experience of reviewing complex information from diverse sources and summarizing and identifying key issues.	E
Experience of local government in a policy role would be desirable.	D
Experience of using MS Office, email, and databases alongside experience of using Excel to produce spreadsheets and reports and Powerpoint to produce engaging presentations.	E
Experience of coordinating and managing events would be desirable.	D
Educated to degree level, or equivalent experience. Project management qualification is essential (relevant experience can be acceptable in lieu of this).	E
Other – Career Grade	
Equal Opportunities	
Understanding of and commitment to the Council's equal opportunities policies and ability to put into practice in the context of this post.	E
Understanding of and commitment to achieving the Council's staff values and ability to put into practice in the context of this post.	E