

## Job Description

<b>Job Title</b>	<b>Coastal Business Development Officer</b>
<b>Function</b>	<b>Assurance</b>
<b>Cluster</b>	<b>Coastal</b>
<b>Post Number</b>	
<b>Grade/Level:</b>	<b>Grade E (Development) Grade F (Competent)</b>
<b>Reports to:</b>	<b>Business Development Advisor</b>
<b>Responsible for:</b>	<b>n/a</b>
<b>Budget Responsibility</b>	<b>None</b>
<b>Job Purpose:</b>	<p>To provide administration and advice to teams across the Partnership, working with them to deliver the priorities outlined in business plans within the context of the coastal partnership strategy.</p> <p>To equip line managers and team members with the appropriate tools and knowledge to effectively manage in line with their business plans to support continuous improvement and the delivery of excellence.</p> <p>To support the wider activities of the coastal function.</p>
<b>Professional &amp; Technical Accountabilities:</b>	<ol style="list-style-type: none"> <li>1. To advise, influence and provide administration and technical guidance to individual managers on the interpretation and application of all business assurance processes and procedures.</li> <li>2. To deliver business admin solutions to pre-arranged standards of time, cost and quality, drawing on both internal and external support as required to ensure the cost effective and appropriate use of resources.</li> <li>3. To support business development advisor with the delivery and implementation of change as required to contribute to overall business improvement.</li> <li>4. To support in the application of business assurance processes and practices, providing advice and guidance on business administration and communications.</li> <li>5. To support the team and manager with activities (at the appropriate level) recommending a range of solutions to</li> </ol>

	<p>administration issues considering best practice and wider organisational impacts.</p> <p>6. Develop and maintain good working relationships with managers and teams to gain and sustain an understanding of key business issues and priorities.</p> <p>7. To contribute to the development of service plans.</p> <p>8. Support business assurance colleagues and participate in project teams to contribute to the progress of business assurance initiatives.</p> <p>9. Contribute to the collection and analysis of key business assurance data so that timely and accurate information is available to managers, identifying business assurance interventions to improve contribution where possible.</p> <p>10. To support business assurance with the overall delivery of the service by undertaking needs analysis in conjunction with the business assurance plans across the partnership.</p> <p>11. To undertake any other duties which may be required which are commensurate with the grade of the post.</p>
<p><b>Generic Accountabilities</b></p>	<p>a) To comply with all statutory requirements; regulations; policies and procedures of the Council within the remit of post.</p> <p>b) To contribute to risk management, including financial management practices within the remit of the post.</p> <p>c) To be fully familiar with the Councils' Health &amp; Safety Policy, fulfilling any duties, responsibilities or tasks relevant to the post.</p> <p>d) To comply with all requirements of the Data Protection Act when inputting, storing, retrieving or otherwise managing data.</p> <p>e) To actively participate in both corporate and post specific learning and development activities and to continually develop skills and abilities within your role.</p> <p>f) To contribute to a work environment where everyone is treated with dignity, respect, courtesy and fairness and where all employee behavior is in line with the Councils' values.</p>
<p><b>Competencies/Skills &amp; Knowledge</b></p>	<p>Competent Level</p> <ul style="list-style-type: none"> <li>• Business admin knowledge and understanding. The post holder will have a minimum of 2-3 years previous related experience.</li> <li>• Problem solving using a range of different methods within the guidance of defined procedures and frameworks and</li> </ul>

	<p>deciding the most appropriate to use.</p> <ul style="list-style-type: none"> <li>• Negotiating and Influencing skills within the range of relationships they manage.</li> <li>• Building and maintaining effective relationships at various levels within the organisation.</li> <li>• The ability to act as a 'Change Agent'</li> <li>• Ability to manage and support a range of less complex projects.</li> <li>• Coaching, mentoring and facilitation skills</li> <li>• Problem-solving, analysis and diagnostic skills</li> <li>• Excellent communication skills both written and verbal</li> <li>• Delivery focused</li> <li>• Effective team working</li> <li>• Business awareness and acumen</li> </ul> <p>Development Level</p> <ul style="list-style-type: none"> <li>• Experience of working in a business administrative function at a business assurance administrator/assistant level</li> <li>• Working towards gaining a professional business administration qualification</li> <li>• Demonstration of key core competencies to competent level. Additional core competencies be developed in role.</li> </ul>
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**PERSON SPECIFICATION FOR THE POST OF: Business Development Officer - Coastal**

THE FOLLOWING CRITERIA HAVE BEEN IDENTIFIED AS REQUIRED FOR THIS POST. CRITERIA WILL BE USED FOR SHORTLISTING PURPOSES AND/OR AT THE INTERVIEW/ASSESSMENT STAGE AS INDICATED

REQUIRED ATTRIBUTE	ESSENTIAL/ DESIRABLE	METHOD OF ASSESSMENT
<p><b>Qualifications</b>                      GCSE Maths and English Grade C or above                      NVQ or other similar qualification in Business Administration                      Experience of financial processes and systems                      Willingness and commitment to undertake training and development in areas that will result in increased performance of the individual, the team and the Service</p>	<p>E D E D</p>	<p>Application                      Application                      Application/ Interview                      Application/Interview</p>
<p><b>Experience/Knowledge</b>                      Experience of working in a service support or administrative role                      Knowledge and practical experience of using a variety of computer software packages, including word processing, spreadsheets and databases                      Experience of working in a changing environment                      Experience of working on project-based tasks                      Experience of working with customers to find resolutions to a variety of service requirements                      Experience of carrying out the administration of data and systems                      Experience of working in a role where conflicting priority are a daily challenge to be overcome</p>	<p>E E D E E E E</p>	<p>Application/ Interview                      Application/ Interview                      Application/ Interview                      Application/ Interview                      Application/ Interview                      Application/ Interview                      Interview</p>
<p><b>Skills &amp; Abilities</b>                      Good and effective written and oral communication skills – able to deliver messages clearly and concisely and to provide all relevant information in a timely manner                      Ability to listen to, understand and accept different views, ideas and ways of working and to respond positively                      A strong customer care focus – internal team members and external partners and customers                      Ability to meet team and wider customer needs by matching their requirements to existing processes and services or developing processes and services to respond to changing customer need</p>	<p>E E E E</p>	<p>Application/ Interview                      Application/ Interview                      Application/ Interview                      Application/ Interview</p>

<p>A commitment to solving problems, as part of a team or as an individual, to achieve the best outcome</p> <p>Ability to learn from previous experiences to develop ideas for future improvement</p> <p>A commitment to detail quality and accuracy</p> <p>Ability to understand financial, legal and technical information</p> <p>Self-motivated, focused and persistent</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>Application/ Interview</p> <p>Application/ Interview</p> <p>Application/ Interview</p> <p>Application/ Interview</p> <p>Application/ Interview</p>
<p><b>Special Requirements/Conditions</b></p> <p>This job involves, or is accountable for, the processing of personal data. As such the post holder will need to have, or develop, a satisfactory understanding of data protection principles and ensure that corporate procedures in respect of this area are applied always.</p> <p>Ability to travel between sites.</p> <p>Positive and enthusiastic with a can-do attitude.</p> <p>High level of Integrity.</p>		