



## Coastal Partnership Business Development Officer

**2 x Full Time Posts – Salary Range £21,868 to £28,449**

**This is an exciting opportunity to join a busy multi-disciplinary team managing coastal flood and erosion risk on the south coast.**

The Eastern Solent Coastal Partnership (ESCP) provides a Coastal Defence Management Service to Havant Borough Council, Portsmouth City Council, Gosport Borough Council and Fareham Borough Council that reduces the risks to people, the developed and natural environment from coastal flooding and erosion. This area includes three major harbours of significant environmental importance and over 160km of coastline.

We have two new exciting posts within our Assurance team that will provide project, administration, HR and financial support and advice across the partnership. We like to offer the opportunity to gain experience across a wide variety of tasks and these two posts are currently split into two defined areas, one, providing project-based support for our Capital delivery team and the other providing support within the Assurance team.

Candidates must be able to demonstrate strong administration skills, ideally in finance, HR and project support. You will be expected to work confidently within a busy and confidential team setting, working alongside coastal practitioners, engineers and construction management professionals providing a full support service across various partners sites. Carrying out a range of different tasks, advising, influencing and providing guidance to individual colleagues and managers as well as supporting the business development advisor with the delivery and implementation of change to contribute to overall business improvement.

**Interested?** For more information about us, please visit our website [www.escp.org.uk](http://www.escp.org.uk) or for an informal discussion, please contact **Angela Sturgess on 02392 446491.**

To apply online visit [Jobs and Careers](#) and apply via the Capita portal. Please ensure you read the job description and person specification and demonstrate how you meet the essential and desirable criteria in your application. Please also state if you have a preferred area of work (i.e. Capital project-based or other). No CVs or agencies please.

**The closing date for applications is Monday 7<sup>th</sup> October 2019.**

The council is an inclusive employer and appoint on merit. We are a Disability Confident Employer and have a Guaranteed Interview Scheme for Veterans