

Job Description

For Non-Streamlined Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

Role Details

Job Title:	Sector Development Officer	JEID	R0384
Salary Grade:	L		
Team:	Economy and Growth		
Service Area:	Communities		
Primary Location:	Shire Hall, Warwick		
Political Restriction	This position is not politically restricted.		
Responsible to:	Sector Development Service Manager		
Responsible for:	N/A		

Role Purpose

Working with the Sector Development Service Manager, this role will take an active lead in offering specialist advice and support that will help stimulate Warwickshire's key sectors. The role will identify and respond to the challenges faced by local businesses and develop projects and initiatives to tackle those challenges that will create opportunities for local businesses to contribute to the wider growth of Warwickshire's economy

Key duties include supporting the development of sector growth plans, building partnerships, managing projects, business engagement, conducting research, promoting the local area for investment and tourism, and engaging with a range of stakeholders. .

The role will support the delivery of the Sector Growth Plan through:

- Sector Support: Working with specialists in key sectors like Automotive & Future Mobility, Digital Creative , Visitor & Hospitality and Rural Industries & Agriculture
- Developing and maintaining successful relationships with a range of internal and external partners along with national and sub-regional organisations to influence decision-making in support of the Council's ambitions for the sector
- Business Engagement: Building relationships with local and strategic companies including those in WCC's business centres to understand their needs and connect them with support including that via the Growth Hub, specialist programmes commissioned by the County Council, and other local, regional and national organisations.

- Inward Investment: Support delivery of inward investment propositions, activity at trade shows and capital attraction events
- Building and maintaining a knowledge of business support availability

The role also includes contributing to strategic planning, working with and alongside other teams within the service and occasionally deputising for senior colleagues.

Role Responsibilities

The duties & responsibilities outlined below are intended to be an indication of the scope & nature of the post and are not prescriptive:

- Sector Development: Support the growth of Warwickshire's key economic sectors through Sector Growth Plans and strategic initiatives.
 - Business Engagement: Collaborate with businesses and sector representatives to identify business opportunities, provide insights, and strengthen links with Warwickshire Business Centres.
 - Partnerships & Influence: Build and maintain relationships with internal teams, external partners, and national/sub-regional bodies to influence decisions aligned with Council ambitions.
 - Data & Insight: Analyse or commission sector data to identify gaps, priorities, and opportunities for new projects and activities.
 - Promotion & Campaigns: Design, create and manage campaigns to promote Warwickshire's sectors to targeted audiences.
 - Funding & Delivery: Where applicable, contribute to funding bids, support project delivery, and report on impact of project delivery .
 - Developing and maintaining a knowledge of business support including funding routes and eligibility
 - Reporting & Presentations: Prepare reports and briefings, attend meetings, and deliver presentations to stakeholders.
 - Monitoring & CRM: Track business engagement and outcomes using CRM systems to inform future support.
 - Project Management: Where applicable apply robust project management and risk assessment practices in line with corporate standards.
 - Compliance: Ensure adherence to health & safety, equality duties, and contract procurement policies.
 - Finance and resource responsible playing a key role in managing and procuring contracts in line with WCC finance and standing orders guidance
- Flexibility: Attend out-of-hours meetings/events and undertake additional duties as required to meet business objectives.

Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

Essential Criteria

Assessed By:

Degree in a relevant subject (e.g. Regeneration, economic development, Inward Investment, Business support, Sector Development) or minimum 3 years experience in related discipline	A / I
Proven experience of working with companies at a senior level	A / I
Significant experience of partnership working and stakeholder engagement across a range of diverse partners	A,I
Experience in policy and practical development with wide organisational impact	A.I
Experience in writing complex reports, strategies and briefings for senior stakeholders	A, I
Proven experience of using a CRM system	I
Proven track record of delivering presentations to large audience and senior stakeholders	A / I
The ability to develop plans and solutions through the introduction of original/ creative thinking or problem solving, and to influence others to implement those solutions	A, I
Effective negotiating and influencing skills with local/ national partners and other public organisations	A,I
The ability to work under a high degree of pressure, meet unpredictable deadlines and manage conflicting demands	I/A
Commercial mindset within the public sector identifying aligned opportunities	A,I
Self-starter with ability to work independently and across other areas of the council	A
Familiarity with social media and marketing applications and practises	A,I

Desirable Criteria

Assessed By:

Awareness and understanding of the current business support landscape in the local area	A / I
Experience in securing significant investment (directly or for external organisations)	A I
Knowledge and experience in commercial property and business rates.	
Knowledge of the access to finance options and opportunities for businesses in Warwickshire	A / I
Experience of working in a local government or public sector environment	I/A/D
Experience of external funding streams and writing bids.	I/A
Project management skills	A
Recognised qualification/ accreditation for the provision of business support or financial advice	A

Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

<input checked="" type="checkbox"/> User of Display Screen Equipment (DSE)	
<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/> Restricted postural change – prolonged sitting
<input type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input type="checkbox"/> Working on/ or near a road	<input type="checkbox"/> Regular work outdoors
<input type="checkbox"/> Significant use of computers (display screen equipment)	<input type="checkbox"/> Work with vulnerable children or vulnerable adults
<input type="checkbox"/> Undertaking repetitive tasks	<input type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse
<input type="checkbox"/> Potential exposure to blood or bodily fluids	<input checked="" type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	

