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| **Service:** | Economic Directorate |
| **Post title:** | Grow Yorkshire Partnership Officer |
| **Grade:** | JK |
| **Responsible to:** | Senior Strategy Manager – Low Carbon and Environment |
| **Staff managed:** | None |
| **Date of issue:** | April 2024 |
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| Job context |
| The Grow Yorkshire Partnership Officer will support the delivery of the York and North Yorkshire Combined Authority activity in relation to the Grow Yorkshire initiative, working closely alongside partners and stakeholders.  Grow Yorkshire is an initiative led by York and North Yorkshire Combined Authority (YNYCA), which works in partnership to invest in the growth and development of food and farming, with a strategic remit across environment, innovation, skills and wellbeing.  This role provides capacity to take forward the food and farming agenda through Grow Yorkshire specifically around supporting the sector to become more environmentally sustainable. The role will support the development and delivery of pioneering projects that help the food and farming industry in the region to decarbonise.  This will include: -   * Facilitating the development of programmes and projects that deliver environmental and economic benefits for York and North Yorkshire. * Harnessing both public and private sector investment in the delivery of these projects and programmes. * Ensuring that projects and programmes are delivered effectively and maximise their impact.   This will involve:   * Project management of the newly created Farm Sustainability Programme for farm businesses in North Yorkshire ensuring effective delivery * Working with farm businesses and intermediaries to understand the challenges and opportunities around decarbonisation, and the wider environmental sustainability agenda * Development of future programmes to support farm businesses to become more sustainable and resilient, including programme co-design and business case development * Strong partnership working and entrepreneurial approach to the delivery of the service. |

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| Structure |

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| Job Description | |
| Job purpose | **The core focus of this role is to understand the needs of the farm business community, and work with partners to share and use this understanding to optimise conditions for sustainable growth** |
| Operational management | * Supporting the Senior Strategy Manager (Low Carbon and Environment) in achieving the objectives of the York and North Yorkshire Combined Authority (YNYCA)Delivery Plan * Support the management and effective delivery of programmes and contracts for which the YNYCA is responsible; from inception to close down. * Represent the YNYCA as and when required at meetings with external organisations/partners and at events, conferences and forums (this may involve out of hours work). * To establish and develop relationships with relevant public and private partners, including networks, providers and stakeholders in order to help them to grow the economy. * To proactively engage and share information with YNYCA colleagues and Board members. * To ensure in developing plans and proposals that they are integrated to the YNYCA’s strategic direction * To contribute to the monitoring and evaluation of information, data and performance indicators necessary to ensure continuous improvement of the service, including maintaining appropriate databases, records and progress monitoring. * To provide input and support to the delivery of externally funded programmes. * To bring an entrepreneurial approach to the development and delivery of the service, using initiative and a robust business development approach. |
| Communications | * To liaise and negotiate with partners, providers and stakeholders in the delivery of projects and programmes. * To carry out regular face-to-face and electronic contact with a wide variety of internal and external stakeholders including public sector officers and members, businesses, members of the public and partner agencies. * To maintain information systems within the YNYCA, involving establishing and updating records and analysing information to support performance management. * To liaise at senior level with professional advisers in other relevant authorities and agencies. * To influence, motivate and negotiate both internally and externally. * To prepare and deliver complex information to a wide range of audiences. |
| Partnership / corporate working | * To engage effectively with public and private sector partners in order to understand how best to enable them to drive economic improvement and growth. * To share information and feedback from key partners in the region (where confidentiality and data protection allows) bearing in mind commercially sensitive information. * To establish opportunities for networking and to ensure the coordination, where relevant, of the full range of YNYCA support services and partner organisations. * To establish robust relationships with partner organisations, to enable the delivery of activity which benefits YNYCA priorities. * To make best use of public sector support to realise private sector ambitions within legal and regulatory constraints. |
| Resource management | * Support the development and delivery of projects and programmes to implement the YNYCA delivery plan priorities. * Support the facilitation of project/programme teams with both the public and private sectors in order to deliver the YNYCA priorities. * Effectively support programmes and projects to achieve successful outcomes, including implementation and close down. * Support the management of programmes, consultants and contracts for which the YNYCA is responsible and ensure that agreed milestones and targets are met. * To support the assessment and evaluation of options to ensure effective delivery of projects and programmes. * To actively seek and secure funding opportunities that will further the work of the YNYCA and partners. * To ensure the effective delivery of the YNYCA’s policies, procedures and targets. |
| Systems and information | * The job role requires the following systems to be used:   + Microsoft Office (Word, Excel, PowerPoint)   + Online Content Management Systems such as WordPress   + Customer Relationship Management systems * To ensure that timely and accurate reports are submitted in accordance with corporate and external requirements. * Develop and implement monitoring systems and analyse and disseminate key databases. * Continual development and improvement of management information systems used for recording programme spend and outputs * Ensuring that correct and accurate information is produced and disseminated to the relative partners of the programmes, |
| Strategic management | * Ensure that appropriate policies and procedures are in place for all programmes and are implemented. * To review policies and procedures as required by changes in national legislation and regulation. * Contribute to the ongoing review of continuous improvement of services. |

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| Person Specification | |
| Essential upon appointment | **Desirable on appointment** |
| Knowledge and Experience   * Excellent understanding of the challenges and opportunities for rural/larger business (as appropriate to role) * Understanding of the support infrastructure for rural/larger businesses * Knowledge of relevant policy agendas and local, regional and national government structures * Working knowledge of the principles of business practice to understand corporate decision making * Good practice in business engagement * Knowledge of corporate principles such as business models; business finance; market development; and supply chain operation. * Significant experience in economic development or business development * Partnership working * Project management * Report writing | * Budget management * Bid writing * Project development, appraisal and monitoring. * Policy formulation |
| Occupational Skills   * Ability to plan and research information; create options; and identify risks and contingencies, working within defined strategies * Ability to engage and communicate with a range of people in the public and private sector * Ability to engage, influence and effect change, understanding the key drivers for successful communication * Ability to solve problems, work effectively with others to find solutions * Ability to focus on customer outcomes, paying attention to detail, understanding impacts on others * Ability to plan and develop new ways of working * Ability to prepare and present all forms of communication, including written and oral, to a high professional standard. * Ability to organise and prioritise workloads effectively and to meet necessary timescales, working within project management processes. * Ability to support, challenge and motivate staff, from other service areas, working in multi-disciplinary teams * Ability to monitor services and practices to ensure agreed standards are maintained and intervene constructively where necessary, with a commitment quality. |  |
| Professional Qualifications/Training/Registrations required by law, and/or essential for the performance of the role   * Educated to degree level or equivalent experience |  |
| Other Requirements   * Ability to travel across the county * Ability to work as necessary outside office hours |  |
| Behaviours   * Partnership working is key to the role, ensuring that the postholder acts with openness and transparency to build trust. * The role will require the postholder to be ambitious, seeking new opportunities and being aspirational in-service delivery. * The role will require the postholder to adapt to working with different types of stakeholders and scenarios, learning through doing and listening to others. * It is important that the postholder is inclusive – actively seeking the views of others, being kind and compassionate, and celebrating diversity. |  |

NB – Assessment criteria for recruitment will be notified separately.  
Optional - Statement for recruitment purposes: You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process.