



OXFORDSHIRE LOCAL ENTERPRISE PARTNERSHIP (OxLEP)

JOB DESCRIPTION

Project Development Assistant

- Introduction:** Oxfordshire Local Enterprise Partnership (OxLEP) is one of 37 LEPs operating across England. We are responsible for championing and developing the Oxfordshire economy. Now in our sixth year of operation, OxLEP has made considerable progress in strengthening Oxfordshire's economy by establishing robust and effective relationships between businesses, academia and the public sector. This is an exciting opportunity to join a dynamic organisation which is at the forefront of driving UK economic productivity.
- Our Vision:** Oxfordshire as a vibrant, sustainable, inclusive, world leading economy, driven by innovation, enterprise and research excellence.
- Salary:** £24,000 - £26,000
- Contract:** Full time fixed term contract to March 2020 with potential to extend subject to external funding.
- Report to:** Director of Strategy and Programmes.
- Job Purpose:** The post holder will be responsible for assisting in the effective implementation of strategies and policies developed by OxLEP to secure sustainable economic growth across Oxfordshire

Main Duties:

The Project Development Assistant will support the Director of Strategy & Programmes and OxLEP Strategy Team in working with stakeholders, partners, investors and government in the development of strategies and policies which attract investment from the public and private sector to support businesses to grow, drive innovation, develop the skills of the workforce and improve connectivity and infrastructure across Oxfordshire.

Principal responsibilities:

- Support the Strategy Team in the development and delivery of projects and programmes for the company and our partner organisations which deliver the objectives of our Strategic Economic Plan, sister strategies and emerging Local Industrial Strategy and Oxford- Cambridge Corridor;
- Support the Strategy Team to prepare board papers, briefings and policy responses for consideration and decision by the Corporate Management Team, Sub-Groups, Board Members and partnership bodies including the Oxfordshire Growth Board;

- Assist in undertaking tailored research to support and inform the development and growth of OxLEP's key economic sectors and strategic priorities, as detailed in the Strategic Economic Plan and emerging Local Industrial Strategy;
- Provide administrative, finance and logistics support for the Strategy Team including organising and attending OxLEP sub-group meetings and task & finish groups, taking minutes and circulating action points to group members in line with the LEP Assurance Framework and assisting the Strategy Team with reporting and monitoring of work plans;
- Assist with the organisation and successful delivery of stakeholder workshops and business events and team presence at external business events, as directed;
- Support the communications, marketing and publicity activities of the Strategy Team including company webpages and social media accounts, working closely with the OxLEP Communications Team.

The nature of this post will require flexibility to meet urgent work needs as they arise. This may entail some work outside normal office hours. The job description therefore is not intended to be exhaustive. The post holder will be expected to adopt a flexible attitude to the duties which may have to be varied after discussion, subject to the needs of the service and in keeping with the general profile of the post.

Relationships:

The post holder will be expected to build positive and effective working relationships with the following staff and stakeholders:

- Board, Sub-Groups, corporate/senior management teams and staff;
- Delivery partner project leads and staff, from a range of sectors including private sector, further and higher education, developers, transport providers, third sector and business representative organisations;
- Central and local government departments/ representatives.

OXFORDSHIRE LOCAL ENTERPRISE PARTNERSHIP

SELECTION CRITERIA

Essential Knowledge	<p>Educated to a minimum of Qualification Level 3 with evidence of ongoing professional development</p> <p>Evidence of further CPD knowledge and skills development</p>
Specialist Experience	<p>Relevant work-related experience of in a policy / project support or administrative role</p> <p>Experience of working in a multi-client / stakeholder environment</p> <p>Experience of managing sensitive and confidential issues</p>
Essential skills	<p>Excellent organisational skills with the ability to prioritise own workload and support others to meet their deadlines</p> <p>Ability to deal with work of matters of a confidential, commercial and sensitive nature</p> <p>Good numeracy skills and ability to support management of financial records</p> <p>Ability to carry out research and information collation using the internet/web based systems</p> <p>Effective use of Microsoft office (including Outlook, Excel, Word and PowerPoint) and relevant databases</p>
Personal Skills	<p>Ability to work on own initiative, multi-task, meet deadlines and maintain attention to detail</p> <p>Ability to work calmly under pressure prioritising competing demands effectively</p> <p>Excellent interpersonal skills that can be used to engage and communicate with a wide range of internal and external clients and staff verbally, in writing, by email and in person</p> <p>Strong commitment to providing good customer service with a drive for continuous improvement and learning new skills required for the role, and aid career progression</p> <p>Good troubleshooting skills and can-do approach to solving problems, with the enthusiasm for turning work challenges into solutions which can maximise opportunities for the company</p>
Other requirements	<p>Valid driving licence and own transport, or be able to provide alternative, suitable method of travel.</p> <p>Work outside of standard hours including evenings and weekends may be required from time to time including attendance at meetings and events as well as participation in out of hours in emergency situations.</p> <p>Candidates must meet criteria to pass enhanced DBS checks</p>

Employment package

Salary £24,000 - £26,000 per annum depending on experience.

28 days annual leave per annum

Flexi time policy

Generous contributory pension scheme

The position is offered on a fixed term basis to March 2020 with potential to extend, subject to confirmation of funding.

If you would like to arrange an appointment for an informal discussion about this role please call 0345 241 1196 and select Corporate Services at the prompt.

To apply for this position please send your CV and a covering letter (max 4 pages) outlining your experience against the person specification above to:

**Recruitment Team, OxLEP, Jericho Building, Activate Learning - Oxford,
Oxpens Road, Oxford, OX1 1SA or by email to recruitment@oxfordshirelep.com**

Closing date for applications is 19th September 2018 at 5pm

Interviews will be held in Oxford during w/c 24th September 2018 & 1st October 2018