Job Description

JOB TITLE:	Sector Specialist Officer
GRADE:	Grade H (indicative)
POST NUMBER:	tbc
DIRECTORATE:	Children's Services
SERVICE:	Employment & Skills
RESPONSIBLE TO:	Sector Specialist Team Leader
RESPONSIBLE FOR:	Occasional contract and consultant staff.
IS DBS CHECK REQUIRED?	**DBS Enhanced check required**
IS THE POST POLITICALLY RESTRICTED?	**This post is not politically restricted**
JOB SUMMARY:	The role will support the development of growth sector opportunities for local residents, in partnership with strategic borough partners, sub-regional government and partnerships, skills providers, government agencies, and business partners. You will be expected to focus on specific sectors as set out in your workplan, which may include Health & Social Care, Life Sciences, Fintech, Green Skills, and Construction, amongst others. You will deliver and evaluate growth sector employment projects and programmes to maximise the benefit of growth sectors, generate opportunities, and connect residents to good jobs in these sectors. You will provide specialist advice to local businesses, skills providers, and external organisations on matters relating to growth sectors, relevant skills development, and the generation of opportunities. You will work closely with Business Growth and Planning colleagues to support inward investment and maximise the benefits for local residents of developments within the borough.
ROLE REQUIREMENTS:	
1.	Manage employment projects and programmes to support residents into work in Tower Hamlets' key and emerging sectors as set out in your workplan, which may include Health & Social Care, Life Sciences, Fintech, Green Skills, and Construction, other.
2.	Ensure: • service delivery is informed by client, partner and stakeholder views, latest thinking, good practice, and legislative requirements. • You and colleagues deliver excellent customer service.
3.	Maintain knowledge of the economic 'health' of each sector and track labour market intelligence.
4.	Support and implement promotional strategies and help organise events to attract new partners, businesses, employers, and residents to projects and programmes.

5.	Comply with all service-related customer journey requirements from registration to job outcomes and in-work support, as required.
6.	Help develop and deliver projects which support existing businesses in the sectors to create opportunities. • Projects are delivered to agreed specification, timescales and budgets in line with Council and partner objectives.
CORPORATE RESPONSIBILITIES	
7.	Actively contribute to the council's priorities and outcomes in a way that promotes a 'one organisation' approach.
8.	Developing and maintaining positive relationships with colleagues, stakeholders and communities to ensure the council and the directorate strategic priorities are effectively implemented.
9.	Promote equality among all staff and ensure that services are delivered in a non-discriminatory way, that is inclusive of all disadvantaged groups.
10.	Support organisational change and learning, following and implementing appropriate systems of self-development, communication and engagement, quality measures, monitoring and review in delivering the functions of the role.
11.	Promote sustainability, including encouraging a culture of innovation and accountability amongst all council staff.
12.	Adherence to the Council's commitment to the health, safety and welfare at work policy
PEOPLE	
13.	Work as part of a focused team and work closely with colleagues across all council services as required.
14.	Collaborate with all internal and external stakeholders to create opportunities for residents.
15.	Ensure safeguarding policies are followed at all times in relation to young people and vulnerable adults.
16.	Maintain a high level of tact, sensitivity and diplomacy.
FINANCE	
17.	Ensure financial expenditure and financial integrity are controlled to assure regulatory, council and audit compliance.
SERVICE	
18.	Ensure you deliver a high level of customer service at all times.
19.	Take an active role in developing and monitoring the services offered through regular consultation with service users, seeking their views on improvements to the service.
PERFORMANCE	
20.	Targets will be clearly set out in your annual workplan and will include measures relating to sectors, the volume of training, distance travelled and job outcomes to achieve, as well as groups

	of specific focus such as Bangladeshi or Somali women, specific age ranges and other key target groups. Targets may be adjusted in-year in response to emerging priorities and funding requirements.

OTHER CONDITIONS:

To maintain personal and professional development to meet the changing demands of the job and participate in appropriate training/development activities including the council's 'My Annual Review' scheme.

Ensure that all duties and responsibilities are discharged in accordance with the council's policies and procedures, Code of Conduct and relevant regulations and legislation.

To comply with the council's equal opportunities and diversity policies ensuring anti-discriminatory practice within the service area.
To undertake additional duties that may arise from time to time commensurate with the grade of the post.

Person Specification

Person Specification for the Post of	Sectors Specialist Officer	Essential (E) or Desirable (D) (if applicable)	Method of Assessment A= Application Form T= Test I= Interview
Knowledge and Skills	1. Project management skills and demonstrable track record of successfully delivering employment, business support, economic development or regeneration projects at a level appropriate to the role.	E	A/I
	2. Knowledge of the government's and GLA's growth and skills strategies and policies.	E	A/I
	3. Knowledge of key sectors within Tower Hamlets and Central London, and knowledge of the challenges they face and the opportunities they present.	E	A/I
	4. Ability to communicate effectively using a wide variety of media and methodologies, including written, oral, and visual means of communication.	E	A/I/T
	5. Self-motivated, enthusiastic, and driven to achieve success.	E	A/I/T
	6. Resilient in the face of a demanding workload and conflicting priorities.	E	A/I
	7. Commitment to equal opportunities and equality in employment and service delivery.	E	A/I
Qualifications & Experience	8. Qualifications or demonstrable experience at a level appropriate to the role.	E	A/I
	9. Project management skills and demonstrable track record of successfully delivering employment, business support, economic development or	E	A/I

	regeneration projects at a level appropriate to the role. 10. Excellent people skills and a team player. 11. Self-motivated and enthusiastic 12. Resilient in the face of a demanding workload and conflicting priorities. 13. Committed to equal opportunities and equality in employment and service delivery.	 E E E E	 A/I A/I A/I A/I
Living the TOWER Values sets out the essential behaviours required of all staff.			
We work **TOGETHER** across boundaries and with partners to achieve the best outcomes for Tower Hamlets	**Developing networks:** Builds networks with key teams that they work with, to ensure achievement of the best outcomes. **Making it a Better Place to Work***:* Actively builds a positive team and work environment.	E	A/I
We are **OPEN** and transparent	**Communicating Clearly:** Checks they are understood by others and explains jargon from people they have to communicate regularly. **Being Approachable:** Approachable and actively seek feedback from others to improve how they and others do things.	E	A/I
We are **WILLING** to challenge, innovate and be accountable	**Being Accountable:** Take accountability for delivering own work and set challenging goals for self. **Personal Development:** Looks for ways to continuously improve and develop within my role.	E	A/I

We empower each other to be **EXCELLENT** and go the extra mile	**Having Purpose and Personal Motivation:** Understands the organisation's direction of travel and actively supports it in their work and interactions. **Focusing on Well-being:** Supports others to achieve a work-life balance and makes time for others when they need someone to listen to them.	E	A/I
We **RESPECT** all communities; they are the heart of everything we do	**Respecting Diversity and Being Inclusive:** Open-minded and appreciates alternative cultural perspectives. Takes these into account when delivering services. **Understanding Customer Needs:** Takes ownership of more complex issues, whilst keeping the customer informed.	E	A/I
Additional Requirements	To meet exceptional business needs a willingness to work outside of contractual hours in the evenings and weekends with notice, unless there is good reason where this is not possible.	E	A/I