

MORAY COUNCIL

JOB DESCRIPTION

(1) JOB IDENTITY

POST TITLE: Community Wealth Development Officer
– Fixed term post 2.5 years

DEPARTMENT: Economic Growth and Development

SECTION: Strategic Planning and Development
Council HQ,

LOCATION:
Elgin

REPORT TO: Senior Officer Economic Strategy and Development

GRADE: 9

POST REF: MOR006782

(2) JOB PURPOSE AND WAY OF WORKING

To develop, co-ordinate and lead on aspects of the implementation of a Community Wealth Building Strategy for Moray and to work with local public sector partners, businesses, communities and other key stakeholders to raise awareness of and deliver a range of Community Wealth Building initiatives across the Scottish Government 5 pillars of Community Wealth Building, with an initial focus on procurement and improving local spend.

To implement and integrate Community Wealth Building initiatives into the work of the Moray Economic Partnership, the Moray Economic Strategy, Moray Growth Deal and other key economic development strategies.

(3) MAJOR TASKS

3.1 To research, develop and implement a Community Wealth Building Strategy and Action Plan for Moray, including effective measurement and governance arrangements with an initial focus on procurement

3.2 To develop the 5 pillars of Community Wealth building in a Moray Context and embed in the Community Wealth Building strategy and other corporate, partnership and community strategies, leading on the implementation of some of the pillars.

3.3 To build strong relationships with internal and external stakeholders, including the Moray Economic Partnership and Community Planning Partnership, and to support and encourage local businesses and organisations to participate in and recognise the benefits of Community Wealth building initiatives, developing local supply chains and enabling more economic and procurement activity to be retained locally.

3.4 To work with project managers and procurement staff to identify opportunities

within the Moray Growth Deal projects and other Moray Council and Moray Economic Partnership initiatives for Community Wealth Building.

- 3.5 To participate and represent the Council in national networks as required and to liaise with national and international Community Wealth Building projects to inform local and national policy and responses including but not limited to feeding into the development and implementation of a climate change strategy for Moray.
- 3.6 Participate in training and development activities, as trainer and trainee, as required
- 3.7 To support the Strategic Planning and Development section to develop and implement projects and associated work for the Moray Growth Deal and the Climate Change Strategy for Moray.
- 3.8 Contribute to the effectiveness of the service

(4) REPORTING RELATIONSHIPS This job is indicated by *

Strategic Planning and Development Manager
|
Senior Officer Economic Strategy and Development
|
Community Wealth Development Officer*

(5) DUTIES TYPICALLY INCLUDE:

- 5.1 To lead on the research, development and implementation of a Community Wealth Building Strategy and Action Plan for Moray with an initial focus on procurement and local spend including setting up effective measurement and governance arrangements.**
 - 5.1.1 To research, prepare and implement a Community Wealth Building Strategy and Action Plan for Moray in partnership with key stakeholders.
 - 5.1.2 To report and consult on the Strategy and Action Plan with Council, Moray Economic Partnership and the business community.
 - 5.1.3 To establish governance and measurement arrangements.
 - 5.1.4 To work with Council procurement and economic development officers, partners, community groups and local businesses on a range of community wealth building initiatives.
 - 5.1.5 To provide regular progress reports to Council and Moray Economic Partnership and develop and embed Community Wealth Building indicators into the Moray Economic Strategy Key Performance Indicators
- 5.2 To build strong relationships with internal and external stakeholders and to support and encourage local businesses, communities and other**

organisations to participate in and recognise the benefits of Community Wealth building initiatives, developing local supply chains and enabling more economic activity to be retained locally.

5.2.1 To establish a key stakeholder group, the Moray Anchor Network, to support development and implementation of the Strategy and Action Plan.

5.2.2 To present to a range of business and community groups and forums on the benefits of Community Wealth building.

5.2.3 To support local businesses to establish and develop local supply chains to retain spend locally.

5.3 To work with project managers and procurement staff to identify opportunities within the Moray Growth Deal projects and other Moray Council and Moray Economic Partnership initiatives for Community Wealth Building.

5.3.1 To carry out a series of awareness raising presentations and work with Council officers to recognise the economic benefits of Community Wealth Building and to embed the Strategy into procurement procedures.

5.4 To participate and represent the Council in national networks as required and to liaise with national and international Community Wealth Building projects to inform local and national policy and responses.

5.4.1 To attend national and regional events and share knowledge, learning and experience of Community Wealth building and embed that learning into Council processes.

5.4.2 To encourage the development of regional approaches to community benefit from procurement and shared community benefits across the wider region.

5.5 Participate in training and development activities, as trainer and trainee, as required

5.5.1 To assist with training for Elected Members, Community Planning Partners local businesses and Officers on the benefits of Community Wealth Building.

5.5.2 To participate in training to support continued professional development.

5.6 To support the Strategic Planning and Development section to develop and implement projects and associated work for the Moray Growth Deal.

5.6.1 To support the Moray Growth Deal Project Managers to develop business cases, deliver projects and establish and implement a monitoring framework.

5.8 Contribute to the effectiveness of the service

5.8.1 Contributing to the formulation of, and complying with, Section objectives and procedures.

5.8.2 Participating in and contributing to Section meetings.

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|-------|---|
| 5.8.3 | Undertaking duties and generally acting in the best interests of the Council. |
| 5.8.4 | To be responsible for promoting a positive culture in the workplace by participating in employee engagement activity and be responsible for reporting any negative behaviours which could result in the deterioration of team cohesion and/ or team morale. |

The above is an indication of the duties which will normally be expected of this post. However, it is not an exhaustive list and the post holder may be required to undertake other duties which are within the scope of the post. The post may develop with changing working methods and to address service priorities, therefore the duties detailed will be subject to reasonable change. There is a requirement that all employees work flexibly and co-operatively to ensure service priorities are met.

The above is intended to provide a clear but concise statement of the present MAJOR TASKS and ACTIVITIES of the job. It is not an exhaustive list of all its detailed duties.

Responsibilities

- To undertake duties and generally act in the best interests of the Council.
- Organising and prioritising workload in an efficient manner and completing tasks satisfactorily within prescribed time periods.
- Acting properly, honestly and courteously and in the best interests of the Department and the Council at all times.
- Adopting helpful, positive and friendly communication methods when dealing with all contacts (orally by telephone and in writing).
- Carrying out all tasks in a competent satisfactory level and to strive continually to improve personal effectiveness by maintaining and enhancing a knowledge of the appropriate key elements of the post including relevant legislation, precedent and best practice elsewhere.
- To take a positive approach to the professional and technical aspects of the job.
- To comply with Departmental and Council personnel welfare and Health and Safety procedures.

MORAY COUNCIL

PERSON SPECIFICATION

Post: Community Wealth Building Officer

Department: Economic Growth and Development

Date Specification Completed: 20 October 2021

Note: Any disabled applicant who meets the essential criteria for the post is guaranteed an interview.

ATTRIBUTES	ESSENTIAL <i>The minimum acceptable levels for safe and effective job performance</i>	DESIRABLE <i>The attributes of the ideal candidate</i>
(1) Experience	<ul style="list-style-type: none">• Knowledge of Community Wealth Building and the 5 pillars.• Demonstrable ability to research, develop, write, implement and monitor strategic policies/strategies• Experience of working in partnerships to deliver outcomes• Ability to develop, maintain and review procedures• Experience of Excel spreadsheets, analysing and managing information• Liaison, co-ordination and collation of information from multiple sources into reports• Ability to work within tight deadlines	<ul style="list-style-type: none">• Experience of working with and applying the aims of Community Wealth Building• Knowledge of Moray's economic environment and challenges• Knowledge of the poverty, inequality and inclusive growth initiatives• Knowledge of procurement processes and legislation

ATTRIBUTES	ESSENTIAL <i>The minimum acceptable levels for safe and effective job performance</i>	DESIRABLE <i>The attributes of the ideal candidate</i>
	<ul style="list-style-type: none"> • Experience of building networks with stakeholders across a range of organisations to deliver objectives • Understanding of the benefits of local spend in reducing carbon to achieve the Scottish Government and Moray Council's net zero aspirations 	
(2) Education & qualifications*	<ul style="list-style-type: none"> • Educated to Degree level or with relevant work experience. 	<ul style="list-style-type: none"> • Preferably educated to degree level in a relevant discipline such as Business Studies, Sustainable Development, Economics, Social Sciences.
(3) Skills/abilities (general)	<ul style="list-style-type: none"> • Excellent level of accuracy in work • Excellent organisational skills • Ability to work on own initiative 	
(4) Skills/abilities specific to post*	<ul style="list-style-type: none"> • Ability to think strategically and creatively • Ability to absorb and process technical and financial information • Knowledge and experience of various software packages, including Word, Excel and Access 	

ATTRIBUTES	ESSENTIAL <i>The minimum acceptable levels for safe and effective job performance</i>	DESIRABLE <i>The attributes of the ideal candidate</i>
	<ul style="list-style-type: none"> • Ability to handle multiple tasks concurrently • Ability to develop, review and monitor work systems and data management • Ability to use a range of data sources for planning, monitoring and evaluation • Presentation skills • Report writing • Ability to contribute effectively to meetings and present at Council meetings • Ability to travel efficiently and effectively between various work locations within Moray to meet the operational requirements of the Service, due to the rural nature of Moray this is normally undertaken by use of a car/van 	
(5) Inter-personal & social skills	<ul style="list-style-type: none"> • Ability to work effectively in a team, contribute to a team and show initiative to work on your own with minimum supervision • Ability to relate well to customers and other professionals • Ability to relate well 	

ATTRIBUTES	ESSENTIAL <i>The minimum acceptable levels for safe and effective job performance</i>	DESIRABLE <i>The attributes of the ideal candidate</i>
	<p>with all levels of staff</p> <ul style="list-style-type: none"> • Excellent communication skills both oral and written • Willingness to work in a demanding position where a flexible and corporate approach is required • Willingness to accept direction/delegation 	
(6) Working environment & physical demands	<ul style="list-style-type: none"> • Ability to work in an open plan office • Appreciation, acceptance and commitment to the importance of confidentiality • Ability to work flexibly to meet the needs and demands of the service • Ability to work in different offices and at home dependent on service requirements 	

* Candidates will be required to show these documents if invited for interview.

Satisfactory Disclosure Scotland check required?	YES/NO
Membership of Protecting Vulnerable Groups Scheme (Working with Children)	YES/NO
Membership of Protecting Vulnerable Groups Scheme (Working with Vulnerable Adults)	YES/NO
Satisfactory pre-employment medical screening required?	YES/NO