

JOB DESCRIPTION

JOB TITLE: Programme Officer (High Streets & BIDs) **JOB NO: 90014148**

GRADE: 4 (consultation grade subject to formal evaluation)

DIVISION: City Operations

NO OF POSTS: 1

SECTION: Neighbourhoods

POST REQUIRES POLICE / CRIMINAL RECORDS BUREAU CLEARANCE: NO

1.0 JOB PURPOSE

- 1.1 To support and develop projects and initiatives that enhance the city centre, local centres and high streets across the city for residents and businesses, working alongside BIDs and other relevant organisations.
- 1.2 **To support when required Birmingham City Council's statutory role in the development, management and monitoring of Business Improvement Districts (BIDs).**
- 1.3 To develop and maintain positive, collaborative working relationships between BIDs, other high street groups, and Birmingham City Council.

2.0 DUTIES AND RESPONSIBILITIES

<p>2.1 Develop, implement and support projects and initiatives that make Birmingham's city centre, local centres and high streets great places for people and businesses.</p>	<p>Identify and coordinate action on areas of support that could be addressed to enhance the resident, business and visitor experience of Birmingham city centre, its local centres, and high streets. Support the High Streets and BIDs Manager to deliver emerging projects, including expanding 'meanwhile use' of vacant and underused properties and policy reviews for a range of related topics. Maintain an awareness of active and potential funding streams, projects and other opportunities that could deliver relevant programmes across Birmingham, suggesting proposals for these as appropriate.</p>
<p>2.2 To support the Council's place management function in relation to BIDs, the city centre, local centres and high streets.</p>	<p>Provide support for 'town centre management' activities delivered either by the Council, BIDs or other high street organisations. This includes baseline functions (specifically for BIDs) and general ad hoc support as requested (such as festival lighting, events, community safety, café culture etc).</p>

	<p>Collect and assist in the analysis of data to support the development and evaluation of relevant projects.</p> <p>Facilitate joined up working between the team, other service areas and enabling functions to deliver a unified approach in engaging and supporting BIDs and other high street groups.</p>
<p>2.3 To support the Council's statutory role in relation to BIDs</p>	<p>Be aware of, and ready to provide support for other team members when required, the City Council requirements on BID ballots, BID finances, monitoring of operating agreements and baseline service statements.</p> <p>Facilitate where relevant joined up working between the team, other service areas and enabling functions to deliver a unified approach in engaging with BIDs.</p>
<p>2.4 Maintain and develop positive, collaborative working relationships.</p>	<p>Act as a 'translator and enabler' for BIDs when discussing opportunities or risks with Council service areas, exploring ways to increase the visibility of the service across other directorates and teams.</p> <p>Maintain regular and effective communications with BIDs and other high street organisations.</p> <p>Be a fair advocate for BIDs and other high street organisations internally.</p> <p>Be a fair advocate for the Council when engaging external partners.</p>
<p>2.5 Maintain professional standards when representing the Council.</p>	<p>Be aware of and comply with Council policies.</p> <p>Ensure proper recording of actions and outcomes from meetings etc.</p> <p>Maintain up-to-date records of work, key documents etc on the Council's shared drive.</p> <p>To act on complaints from BIDs, high street organisations, other service areas or residents should these be received in a timely and professional manner.</p> <p>Ensure responsibilities relating to data sharing agreements are upheld including delegated statutory functions, for example the Data Protection Act.</p> <p>Manage responses to subject access, data breaches, freedom of information and other ad-hoc information requests in line with policy and legislative requirements.</p> <p>To support the assurance of business resilience and emergency planning in</p>

	accordance with statutory regulations for High Streets and BIDS.
2.6 Professional development and behaviours	<p>To deputise for team members as required.</p> <p>To maintain personal and professional development to meet the changing demands of the role and service.</p> <p>To contribute to the team's effectiveness by developing and sharing best practice.</p> <p>To attend and actively participate in appropriate training activities both internal and external.</p> <p>To develop productive working relationships with colleagues, covering their workload if required.</p> <p>Some out of hours work may be required to meet the needs of the service.</p>

OBSERVANCE OF THE CITY COUNCIL'S EQUAL OPPORTUNITIES POLICY WILL BE REQUIRED

3.0 SUPERVISION RECEIVED

3.1 SUPERVISING OFFICER JOB TITLE: High Streets and BIDs Manager

3.2 LEVEL OF SUPERVISION

Left to work within established guidelines subject to scrutiny by supervisor.

4.0 SUPERVISION GIVEN (excludes those who are INDIRECTLY supervised i.e. through others)

POST TITLE	GRADE	NO OF POSTS	LEVEL OF SUPERVISION*
n/a			

*Use 1,2 or 3 as in 3.2

5.0 SPECIAL CONDITIONS

DBS check required for the post	Yes		No	X
Level of check required	Standard			
	Enhanced			
	Enhanced with barred list check - Adults			
	Enhanced with barred list check - Children's			
	Enhanced with barred list check – Adults & Children's			

Date: 22/3/23	Name: Chris Hurst	Signature:
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At Birmingham City Council (BCC), we are committed to creating an environment and culture that promotes equality, diversity and inclusion; making sure BCC is a place for people to be their best, authentic selves. We welcome applications from people of all backgrounds, including those with caring responsibilities and flexible working options will be considered. We are building up our vibrant staff networks for peer-led support, with safe spaces for those who need it and offer access to our talent programmes to support everyone in reaching their aspirations and fulfilling their potential.

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**Method of Assessment (M.O.A.) A.F. = Application Form; I = Interview.
 T. = Test or Exercise; C. = Certificate; P. = Presentation.**

CRITERIA	ESSENTIAL	M.O.A.
Education/Qualifications NB: Full regard must be paid to overseas qualifications.	NVQ Level 4 or equivalent in a related field of expertise	AF/I
Experience (Relevant work and other experience)	Working with multiple stakeholders across various roles and industries Working in partnership with public, private, and voluntary agencies An understanding of place management and/or Business Improvement Districts Managing projects to milestones and a deadline, overseeing a budget, evaluating outputs Developing, implementing, and evaluating a range of projects and initiatives to improve the street scene and/or other related business practices	AF/I AF/I AF/I AF/I AF/I
Skills & Ability e.g. written communication skills, dealing with the public etc.	Good communication skills in all formats for a wide range of audiences Project management skills Ability to understand policy, legislation, and other statutory instruments and how they impact 'places' Ability to adapt policy into practical solutions Evidence of negotiation and arbitration skills Well-developed IT skills Ability to work under pressure and to tight deadlines Organisation skills Capable of working with minimum supervision Self-motivated team player	AF/I AF/I AF/I AF/I AF/I/T AF/I/T AF/I AF/I AF/I AF/I
Training	Demonstrate the commitment to and record of continuous professional development.	AF/I
Other		

Date:	Name:	Signature:
Date reviewed:	Name:	Signature: