

## Job Description Project Officer (Digital)

<b>Service:</b>	Business Growth	<b>Team:</b>	Skills and Employment Partnership (Hub)
<b>Location:</b>	County Hall, Fishergate, Preston, Lancashire, PR1 8XJ		
<b>Salary range:</b>	£33,945 - £38,223	<b>Grade:</b>	8
<b>Reports to:</b>	Digital Skills Partnership Coordinator	<b>Staff responsible for:</b>	n/a

### Job Purpose

The [Lancashire Digital Skills Partnership \(LDSP\)](#) is a trailblazer that was originally established in 2018 in collaboration with the then Department for Digital, Culture, Media and Sport (now Department for Science, Innovation and Technology). It was the first to be established in the Country and was one of eight supported by the Department and has won awards for its work.

The LDSP brings together public, private and third sector organisations at a local, regional or national level to address local digital skills needs and benefit those in Lancashire. Its work covers all 14 areas of Lancashire including Blackburn with Darwen and Blackpool. Its work sits within the wider work of the [Lancashire Skills and Employment Hub](#) and aims to achieve the objectives set out in the [Lancashire Skills and Employment Strategic Framework](#) related to digital, technology and cyber related skills.

The Lancashire Skills and Employment Hub's focus is to create the conditions for a balanced, skilled and inclusive labour market to underpin economic well-being, productivity and growth across the Lancashire area.

The Lancashire Skills and Employment Hub works to a Strategic Framework with four themes: Future Workforce, Inclusive Workforce and Skilled and Productive Workforce and Social Value. We take an Informed Approach to setting priorities through analysis of local labour market intelligence.

The [Lancashire Skills and Employment Strategic Framework](#) aims to build a talent pipeline aligned with the needs of the economy, boost the skills of our people to enhance productivity and drive an inclusive workforce in partnership with businesses, providers and stakeholders.

The post will support the Digital Skills Partnership Coordinator to further the work of the LDSP and meet the objectives of the Strategic Framework by supporting the projects and activities of the partnership. There will be a specific focus on the delivery of **Digital Skills for Defence STEM and Digital Bursary Scheme** but a wider involvement in the activity of the LDSP will be required.

The post will coordinate, monitor, and support the Colleges involved in the Bursary Scheme and work closely with MOD UKStratcom Colleagues to ensure successful delivery. It will also involve regular contact and relationship development with a wider group of stakeholders that will support delivery of the Bursary Scheme. Building relationships with partners and the defence organisations involved will be an important aspect of this role. The post will also help to produce reports and case studies and ensure that the Skills Hub social media channels promote activity across Lancashire.

This is a hybrid role and there is the opportunity to work from home for a proportion of the week.

### **Digital Skills for Defence STEM and Digital Bursary Scheme – brief details on the scheme**

In an increasingly competitive and high-tech world, science, engineering and digital skills are essential to tackling complex threats, while capitalising on the opportunities emerging technologies bring.

To ensure we have the workforce we need for the future, Strategic Command has launched a bursaries programme for 16 to 18-year-olds to incentivise the study of science, technology, engineering and mathematics (STEM) and digital courses, and to promote careers in Defence.

The ambitious bursary programme will provide successful applicants with financial support, a high-performance laptop, and a broad range of mentoring and development opportunities.

This STEM and digital bursary will initially be piloted with 100 students in four educational institutions in Lancashire, coordinated through the Lancashire Skills and Employment Hub.

This location has been chosen as part of the work to develop a talent pipeline in support of the National Cyber Force (NCF) as it prepares to move its headquarters to Samlesbury, Lancashire.

The NCF, a defence and intelligence partnership, carries out cyber operations on a daily basis to protect against threats to the UK, further the UK's foreign policy, support military operations, and prevent serious crime.

The bursary programme will launch this academic year, 2023/24, and following this Strategic Command plans to scale the programme significantly across the UK.

### **Accountabilities/Responsibilities**

Support the Digital Skills Partnership Coordinator in the management, promotion and future development of the Lancashire Digital Skills Partnership including:

- Supporting the development and management of project contracts including the Digital Skills for Defence STEM and Digital Bursary Scheme

For the Digital Skills for Defence STEM and Digital Bursary Scheme areas of responsibility will include:

- Support the local coordination of the pilot, building relationships with key people and working in collaboration with the four identified pilot colleges in Lancashire to enable effective delivery of the pilot for students in line with the grant funding agreement
- Coordination of regular meetings of all key personnel from the 4 colleges and stakeholders for planning, progress and review of the pilot
- Support the development of a Lancashire wide phase 2 of the pilot, including coordination of a Community of Practice, working collaboratively with MOD UKStratCom
- Work with the colleges and MOD UKStratCom to develop the wraparound programme which the colleges will coordinate with students
- Develop relationships with businesses and organisations that could support the delivery of the wraparound delivery in colleges or the annual large-scale events

- Develop and implement two large scale events annually, which brings together students from all participating colleges, working collaboratively with MOD UKStratCom and other NCF partners
- Liaising with MOD UKStratCom and appropriate Comms teams to undertaken appropriate publicity to raise the profile of the programme
- Oversight of arrangements for data sharing agreements, DPIAs and photo permissions to ensure all in place for events and the programme overall and records stored appropriately within and for appropriate timescales
- Support activity which helps the LDSP work towards the strategic objectives of the Lancashire Skills and Employment Strategic Framework.
- Support with updating and maintenance of the content of the LDSP web pages, content for email updates and social media posts.
- To work in partnership with other services e.g. BOOST, local authority business support and ensure the LDSP and its projects are an integrated part of the business support landscape, where applicable
- Support the organisation and running of events and activities across the range of LDSP activities as required e.g. TeenTech, Lancashire Cyber Festival – Education Week

#### Other

- Develop and build relationships with the key people involved in the LDSP and appropriate projects to enable effective delivery and enhance future opportunities
- Keep detailed and organised records on the progress for each of the projects involved with
- Support the writing of reports detailing progress of LDSP projects, including the Digital Skills for Defence STEM and Digital Bursary Scheme across the programme, using detailed and organised records
- Work with Partners to collate examples of good practice and success stories that can be then written into compelling case studies
- Attend, in a supporting capacity, relevant committees, boards, technical and commercial groups and partnerships
- Attend and support colleagues and Lancashire Skills and Employment Hub events as required
- Work with colleagues and partners aligned with the Lancashire Skills and Employment Hub to promote the opportunities available to individuals and businesses in Lancashire
- Be able to work well alone and effectively manage own time and undertake personal diary management
- Be proficient in the use of Microsoft and relevant platforms to effectively undertake hybrid working

#### Other

**The above form** sets out the area of work in which duties will generally be focused and gives an example of the type of duties that the postholder could be asked to carry out. **PLEASE NOTE** that this is for guidance only. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required.

- **Equal Opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

- **Health and safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

- **Customer Focused**

We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

- **Safeguarding Commitment**

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

- **Customer Focus**

We put our customers' needs and expectations at the heart of all we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

## Our Values

### We expect all our employees to demonstrate and promote our values:

- **Supportive**

We are supportive of our customers and colleagues, recognising their contributions and making the best of their strengths to enable our communities to flourish.

- **Innovative**

We deliver the best services we possibly can, always looking for creative ways to do things better, putting the customer at the heart of our thinking, and being ambitious and focused on how we can deliver the best services now and in the future.

- **Respectful**

We treat colleagues, customers and partners with respect, listening to their views, empathising and valuing their diverse needs and perspectives, to be fair, open and honest in all that we do.

- **Collaborative**

We listen to, engage with, learn from and work with colleagues, partners and customers to help achieve the best outcomes for everyone.

## Person Specification

### Project Officer (Digital)

Your ability to meet the job requirements will initially be assessed by the information provided on your application but further assessment will be undertaken at interview and, in some cases, by using other types of assessment(s).

Requirements	Essential (E) Or Desirable (D)
<p><b>Qualifications:</b></p> <p>Recognised Level 4 or above vocational qualification plus broad experience in area of expertise  <b>OR</b>            Working towards a professional qualification with sound practical experience  <b>OR</b>            Graduate entry level with sound practical experience  <b>OR</b>            Technical training through experience in area of expertise</p>	E
<p><b>Experience:</b></p> <p>Experience of working independently with relevant specialised systems, equipment and/or IT software.</p> <p>Track record of tracking and managing contracts and working successfully with contract holders.</p>	E  E
<p><b>Knowledge and skills:</b></p> <p>Effective communication, both verbal and written.</p> <p>Ability to build and maintain effective relationships.</p> <p>Ability to plan, organise, problem and prioritise effectively.</p> <p>Self-motivated and able to work without others in different geographical locations in Lancashire whilst also able to work effectively within a team (internally and with partners) to collaboratively achieve results.</p> <p>Ability to keep thorough and detailed records on the progress of contracts and allied risks and deliver against objectives and milestones.</p> <p>Have a good level of digital skills including Microsoft Office (e.g. Teams, Excel, Outlook), Zoom and the ability to post and schedule on social media.</p>	E  E  E  E  E

<p><b>Other:</b></p> <p>Commitment to equality and diversity.</p> <p>Commitment to health and safety.</p> <p>Display the LCC values and behaviours at all times and actively promote them in others.</p> <p>This is an essential car user post *</p> <p><i>You will be required to provide a car for use in connection with the duties of this post and must be insured for business use. *In certain circumstances consideration may be given to applicants who, as a consequence of a disability, are unable to drive</i></p>	<p><b>E</b></p> <p><b>E</b></p> <p><b>E</b></p> <p><b>D</b></p>
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