



Job Description

Regeneration & Community Services Directorate

Post Title Social Value and Community Benefits Officer

Post Number BG09919

Grade 5

Base Agile Working

Hours of Work 37

Car User Allowance Casual

Disclosure N/A

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Updated May 2023

Principal Job Purpose

Responsible to: Employability Officer, Connected Communities

Responsible for: Ensuring social clauses are consistently included within Blaenau Gwent contracts to maximise the social, economic, environmental and cultural benefits for our community.

Working with internal and external key partners to promote, co-ordinate, monitor and report community benefit activity to achieve the best value for money.

Principal Accountabilities

1. To be the primary interface between Blaenau Gwent Council, external agencies, contractors and local businesses to facilitate social clauses and community benefit opportunities.
2. To support and co-ordinate community benefit activity throughout the local authority; working with internal departments, inclusive of procurement, to 'champion' community benefits and to support and inform the inclusion of social clauses within Blaenau Gwent contracts.
3. To engage positively with internal and external stakeholders to determine local needs that may be facilitated by community benefits; relating to council and partner contract opportunities.

4. Engage with contractors to identify employment, training and work experience opportunities and work with partners to source suitable individuals and where necessary co-ordinate the recruitment process on behalf of the contractor.
5. Signpost to relevant services and support partner agencies with business intelligence to develop training pathways to upskill local residents in line with future opportunities.
6. To establish and broker links between contractors and partner organisations including schools, community groups and Registered Social Landlords.
7. To monitor the Community Investment Fund generated through contractor financial contributions, to support the delivery of community activities aligned to local priorities.
8. To work with the team to deliver activities and events as appropriate; aligned to the employment and skills agenda.
9. To facilitate and invigilate the weekly CSCS test centre bookings.
10. To work with the team to develop appropriate systems to monitor and evaluate delivery; playing a lead role for co-ordinating and recording outcomes associated with specific contract clauses.
11. To represent the local authority at employment related partner meetings and events; share information, provide programme updates, promote internal and external opportunities.
12. To carry out any other duties as may from time to time be required, as directed by your line manager.
13. To meet the Council's strategic aim of promoting economic, social and environmental regeneration activity in Blaenau Gwent.
14. To comply with the relevant sections of the Authority's policy statement on Health, Safety and Welfare at Work.
15. To adhere to the principles of the Corporate Equality Policy and ensure commitment to anti – discriminatory practice.

1. Qualifications & experience

| Qualifications/relevant experience | Assessment Method | | | | |
|--|-----------------------|------------------|-----------|------------------------|---------------------|
| | Essential / Desirable | Application Form | Interview | Other (please specify) | Probationary Period |
| Good standard of education, 5 GCSE's grade A-C, including English and Maths | E | ✓ | | | |
| Experience of developing, using and maintaining Excel databases | E | ✓ | | | |
| | | | | | |
| Other experience | | | | | |
| Working with contractors to facilitate social clauses within the community. | D | ✓ | ✓ | | |
| Working directly with employers to maximise local employment and supply chain opportunities. | E | ✓ | ✓ | | |
| Working in partnership with the public, private and third sector organisations to facilitate employment/training opportunities for local residents | D | ✓ | | | |
| Regular monitoring and reporting of project delivery and outcomes | E | ✓ | | | |
| Understanding of social clauses/community benefits achieved through the LA's Planning Policy. | E | | | | |
| Building and developing professional networks | E | ✓ | | | |
| Experience of working with community groups and third sector organisations | E | ✓ | | | |
| Organising multiple partner events, ideally within the regeneration or employment field | D | ✓ | ✓ | | |
| Experience of working within a regeneration related field | D | ✓ | | | |
| | | | | | |
| Knowledge/Skills | | | | | |
| Ability to work under pressure and prioritise | E | ✓ | ✓ | | |
| Knowledge of the local economic/social climate | D | ✓ | | | |
| Possess a flexible and co-operative attitude | E | ✓ | | | |
| Knowledge of using a range of ICT software | E | ✓ | | | |

2. Special Requirements

| | Essential / Desirable | Application Form | Interview | Other (please specify) | Probationary Period |
|--|-----------------------|------------------|-----------|------------------------|---------------------|
| Full driving licence and access to a vehicle | E | ✓ | | | |

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|--|-----------------------|------------------|-----------|------------------------|---------------------|
| 3. Welsh Language Requirements (please select one of the following) | Essential / Desirable | Application Form | Interview | Other (please specify) | Probationary Period |
| Welsh language skills are desirable (level 0 in all Welsh Language Levels above). | Desirable | ✓ | | | |

| | | | | | | |
|-----------------------|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| | Level 0 | Level 1 Entry | Level 2 Foundation | Level 3 Intermediate | Level 4 Advanced | Level 5 Proficiency |
| Listening/Speaking | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Reading/Understanding | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Writing | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Please see "[Welsh Language Skills Guidelines](#)" on the Blaenau Gwent website for further information on the above levels.

4. Personal Competencies

All competencies are regarded as essential, although it is recognised that some may be achieved over a period of time. All employees are expected to continually develop their competencies in line with the appropriate framework.

In addition to those assessed as part of the recruitment process, competencies will be assessed during the probationary period and afterwards through the Authority's performance coaching scheme.

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|--------------------------|
| Assessment Method |
|--------------------------|

| Topic | Competencies | App. Form | Interview | Other e.g. presentation, discussion group, simulation, etc (please specify) | Probationary Period/ Performance Coaching |
|-------------------------------|---|-----------|-----------|---|---|
| Delivering the service | Plans ahead, organises work in advance | | | | ✓ |
| | Involves line manager/colleagues in setting and meeting targets | | | | ✓ |
| | Reorganises work when necessary | | | | ✓ |
| | Sees tasks through to completion whenever possible | | | | ✓ |
| | Seeks help if workload becomes unmanageable | | | | ✓ |
| | Uses initiative to report issues that arise that impact on others | | | | ✓ |

| | | Assessment Method | | | |
|---------------------------------|--|--------------------------|-----------|---|---|
| Topic | Competencies | App. Form | Interview | Other e.g. presentation, discussion group, simulation, etc (please specify) | Probationary Period/ Performance Coaching |
| Improvement & Change | Is prepared to try new things & feed back results | | | | ✓ |
| | Understands that changes are needed if things are to be improved | | | | ✓ |

| | | | | | |
|--|---|--|---|--|---|
| | Finds new and creative ways of doing things better | | ✓ | | |
| | Actively seeks to develop own skills and knowledge | | | | ✓ |
| | Learns from mistakes & welcomes constructive feedback | | | | ✓ |

| Topic | Competencies | Assessment Method | | | |
|---|--|-------------------|-----------|---|---|
| | | App. Form | Interview | Other e.g. presentation, discussion group, simulation, etc (please specify) | Probationary Period/ Performance Coaching |
| Providing Excellent Customer Service | Recognises the importance of high standards of customer service | | | | ✓ |
| | Is committed to providing an excellent service to the all the citizens of Blaenau Gwent | | ✓ | | |
| | Understands the links between own professionalism and the possible impact on the Authority's image | | | | ✓ |
| | Has a professional attitude that sets an example to colleagues | | | | ✓ |
| | Takes pride in own work and that of colleagues | | | | ✓ |
| | Is respectful, courteous and helpful at all times | | | | ✓ |

| Topic | Competencies | Assessment Method | | | |
|---------------------|---|-------------------|-----------|---|---|
| | | App. Form | Interview | Other e.g. presentation, discussion group, simulation, etc (please specify) | Probationary Period/ Performance Coaching |
| Team Working | Reacts constructively to others' suggestions and requests | | | | ✓ |
| | Recognises potential value of others' opinions and actively seeks their contributions | | | | ✓ |
| | Asks for help when necessary | | | | ✓ |
| | Actively seeks to help others | | | | ✓ |
| | Is aware of the impact of own behaviour on others | | | | ✓ |

| Topic | Competencies | Assessment Method | | | |
|----------------------|--|-------------------|-----------|---|---|
| | | App. Form | Interview | Other e.g. presentation, discussion group, simulation, etc (please specify) | Probationary Period/ Performance Coaching |
| Communicating | Adapts content and style to help others understand | | | | ✓ |

| | | | | |
|---|--|---|--|---|
| Makes sure that people are regularly informed | | ✓ | | |
| Uses appropriate language, gestures and tone when talking with others | | ✓ | | ✓ |
| Checks others have understood & seeks advice when necessary | | | | ✓ |
| Actively seeks to improve all forms of communication with others | | | | ✓ |
| Communicates professionally by using formal channels appropriate to the situation | | ✓ | | ✓ |