



Uchelgais Gogledd Cymru
Ambition North Wales

Job Pack for the Benefits and Social Value Officer

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UP**

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For further information about this role,
please contact:



Sara Jones
Social Value and Procurement Manager
jobs@ambitionnorth.wales

An exciting time to join the team

We're delighted that you're considering joining the Ambition North Wales team. We are a team of passionate and enthusiastic individuals who are proud to be involved in developing the North Wales economy. We are responsible for delivering a portfolio of capital projects across the region, and we've made significant progress to date. The first project was signed off in December 2021 and we are seeing many projects progress. We are currently in an assessment period to bring new projects into the Growth Deal, there has never been a more exciting time to join the team.

Ambition North Wales is a strong partnership, working on behalf of North Wales to deliver against a future vision for economic prosperity. The Portfolio Management Office has been established to deliver the Growth Deal, and support the regional ambitions for a stronger, more resilient and sustainable future economy.

Our ambition moving forward is to attract investment into North Wales and achieve a more prosperous future for everyone that lives and works here. The Growth Deal projects will create new highly-paid jobs, attract investment and ultimately build a more vibrant, sustainable and resilient economy in our communities, for young people and for future generations to come.

We work closely as a team and we have developed a set of values that underpin how we work and what we expect from others. We are ambitious, we empower and support each other to succeed, we have integrity and do as we say we will and we respect and value people and their perspectives as we shape a great future for North Wales. We do hope you will consider applying for this position and hopefully join us on this journey.



Cllr. Dyfrig Siencyn
Chair of the Economic
Ambition Board



Alwen Williams
Portfolio Director
Ambition North Wales

About the role

Benefits and Social Value Officer

The role will sit within the Portfolio Management Office's Operations Team. The Operations Team have led on a successful application for Shared Prosperity Funding to support and complement the delivery of the North Wales Growth Deal, this includes a benefits and social value workstream, for which the Benefits and Social Value Officer will lead on. Capturing benefits and social value is key for the success of the Growth Deal.

The Benefits and Social Value Officer will manage and implement the delivery of an online monitoring platform for benefits and social value commitments. This unique position will ensure that the benefits of major capital investments aligned to the Growth Vision are realised locally through project design, procurement, social value and benefits realisation, as well as embedding benefits and social value captured into the processes of Ambition North Wales. The role will lead on sharing best practices on benefits realisation and social value to ensure the benefits of investments are realised locally, including developing guidance and delivery of training sessions to partners.

Reporting to the Senior Operations Officer the Benefits and Social Value Officer will work across the Portfolio Management Office working closely with the Growth Deal Programme Manager on benefits realisation and with the Procurement and Social Value Manager on social value. Our ideal candidate will have good knowledge and an understanding of social value and community benefits, and an understanding of public sector procurement processes. A proven track record of working effectively in co-operation and partnership with a range of stakeholders is essential, and experience of stakeholder and supply chain engagement is essential. Excellent organisational skills, and the ability to motivate and inspire others is also essential.

Duties and responsibilities

Job Purpose

- Lead on maximising the social value and community benefits derived from procurement activity.
- Develop and maintain effective relationships with key partners and all contractors
- Monitor that social value commitments are delivered, as outlined, meeting required deadlines and quality.
- To lead on benefits for Ambition North Wales, managing the Impact reporting system.

Responsibility for functions

- Office assets and other mobile equipment including laptops and mobile phones
- Matrix management of staff and resources (including budgets) across project teams including allocation and management of work

Salary £35,411 - £37,261

Hours up to 37 hours per week*

Contract 12-15 months

Location Llandudno Junction (hybrid with home working)

* The role is full-time, however we will consider flexible working requests for the right candidate.

** The role is funded by Shared Prosperity Funding.



Main duties and responsibilities

Social Value

- Lead on the continuing development of social value and wellbeing impacts into the procurement process;
- Embed the delivery of social value and community benefits into procurement activity
- Maintain effective networks of external stakeholders and community partners to promote partnership working which will address contractual Social Value commitments in the most effective way
- Maintain a strong understanding of the Social Value commitments on contract/s, progress against these commitments and alignment to Ambition North Wales's Strategic Objectives
- Ensure delivery on social value commitments to meet required deadlines (e.g., Site visits, work experience, workshops, employment and skills support, volunteering projects etc)
- Assist in developing strong working relationships with Stakeholders and supply chain across North Wales and work alongside the Procurement and Social Value Manager and use the Councils procurement and planning opportunities as a mechanism to generate social value.
- Assist in collaborating with internal and external teams and agencies, to ensure that our supply chain is familiar with our social value processes and requirements relating to various contracts.
- Utilise Ambition North Wales' Social Value framework and Procurement Principles to capture, measure and manage data for the programmes and projects.
- Assist in supporting the team with producing social value impact reports as well as extracting reports using The Social Value Portal – National TOMs to distribute to clients, partners and to support bids. – using the online impact system.
- To be the central point of contact in monitoring and coordinating all social value opportunities.

Benefits

- Lead on the Benefits Realisation Strategy for Ambition North Wales, ensuring that any learning gained through delivery, monitoring and evaluation of the strategy is captured and intergrated into the process.
- Identify, monitor and realise benefits as set out in the Programme and Project Business Cases.
- Manage the Impact Reporting system, continuously reviewing and monitoring the system for ease of use and to identify any issues.
- Lead the development of tools and techniques for data analysis and data visualisation working with senior management, programme/project leads to ensure the analysis supports organisational needs.
- Lead the production of clear and visually compelling quarterly and annual reports, working with programme/project leads to ensure data in the system is valid and up-to-date.
- Ensure data systems are compliant with all regulations (e.g. GDPR) and are linked appropriately into other organisational systems.
- Ensure up-to-date, accurate data is recorded on Impact platform Tracker/s to enable production of internal and external reports by / for the senior leadership team and support the continued development of localised Social Value Strategies and Engagement Plans.



Communications

- Assist in highlighting good news and achievements relating to social value to the team / newsletters / comms etc. Write articles and take photos to forward to the Strategic Communications and Engagement Lead to filter across the various social media platforms.

Strategic

- Support the co-ordination, development and delivery of the North Wales Growth Vision.
- Support the collective co-ordination and management of the inter-dependencies across programmes and projects.
- Champion the procurement principles of Ambition North Wales across the partnership.

Portfolio Management Office

- Work with the Procurement and Social Value Manager and the Growth Deal Programme Manager to ensure sufficient resources are in place across the Portfolio Management Office to support with the social value and benefits realisation.
- Work closely with the Programme and Project teams including the Regional Skills Partnership to ensure that social value and benefits are embedded into all Ambition North Wales delivery.

Reporting and Accountability

- Prepare and co-ordinate reports on social value and benefits activity.

Ambassadorial

- Acting as an advocate for the Growth Vision and the region.
- Development and management of effective external relationships at all levels.
- Champion social value and community benefits across the Ambition North Wales partnership.

Compliance and Conduct

- Working to all set policies and procedures and law e.g. financial, equalities, health and safety.
- Demonstrating the highest standards of professional behaviours and values in line with Ambition North Wales' organisational values.

Person specification

Criteria

Essential

Desirable

Education / Professional Qualifications

- Educated to degree level or equivalent experience in a relevant field
- Evidence of relevant continuous professional development



Knowledge and Skills

- Good knowledge and understanding of social value and community benefits
- Effective leadership, interpersonal and communication skills
- Experience of effective public/stakeholder engagement
- Understanding of public sector procurement processes
- Understanding of performance management
- Ability to analyse complex issues and adopt a creative approach to problem solving
- ICT literate, at ease with Word, PowerPoint, Excel and relevant databases and social media
- Knowledge of Ambition North Wales and the North Wales Growth Deal
- Understanding of the North Wales region and the social and economic characteristics
- An understanding of local government and central government processes



Experience

- Experience of delivering social value and community benefit through procurement activity
- Experience of working in partnership
- A proven track record of working effectively and in co-operation and partnership with colleagues, stakeholders and a range of partner agencies
- Experience of stakeholder and supply chain engagement
- Experience of working within a programme/project environment
- Experience of contract management and project management



Person specification

Criteria

Essential

Desirable

Personal attributes

- Self-motivated and strong under pressure
- Dedicated and enthusiastic
- Innovative thinker
- Flexible in managing competing priorities and work demands
- Excellent organisational skills
- Proven ability to meet deadlines and targets
- Ability to motivate and inspire others to take action



Language Requirements

- Listening and Speaking - Able to deal with all aspects of the job verbally in a confident manner in both English and Welsh
- Reading and Understanding - Able to use and interpret correctly any information in both English and Welsh from a wide variety of sources in order to deal with all aspects of the post
- Writing - Able to present written information in both English and Welsh with complete confidence using the most appropriate language and style to meet the needs of the reader



Join our team

Do you have a passion for North Wales and a desire to see the region grow and deliver on its potential? Are you enthusiastic, committed and a team player?

If so, Ambition North Wales could be the organisation for you.

As a partnership of the six local authorities, two universities and two colleges in North Wales collaboration and partnership working is at the core of what we do as a team. We are looking for a collaborative individual with excellent interpersonal skills who is passionate about delivering for the region and able to develop and maintain relationships across multiple partners to drive forward our work.

While each role within the team has its own focus, you will be expected to contribute to the wider work of the team and the success of the team as a whole. We're looking for team players capable of leading their own areas but also supporting their colleagues to deliver. In return you will find a varied and interesting workload with opportunities to contribute across our portfolio.

Professional and personal development is important to us. The team at Ambition North Wales will provide you with a supportive environment to continue your development with a number of formal and informal development opportunities available. We encourage our team pursue professional development opportunities and are looking for individuals who have the desire to learn and improve.

Some of our roles require Welsh language skills while others do not. However, all team members are expected to recognise the importance of the Welsh language, our culture and heritage and be willing to improving their own language skills with our support. If this sounds like you, we look forward to hearing from you.

North Wales is an excellent place to live and work, why not play a key role in shaping its future.



Hedd Vaughan-Evans

Head of Operations
Ambition North Wales

Our Values



We are Ambitious

We strive to deliver the best for North Wales. We are leaders in our fields, opinion formers and influencers, and we challenge conventional thinking. We pursue high standards, aim to be our best, and continuously develop ourselves professionally.



We work Collaboratively

We share knowledge, skills, information and support and ensure to keep colleagues informed. We always help each other, facilitate opportunities for North Wales and recognise that our collective impact is more significant than our individual impact.



We do the right thing

We do the right thing, not what is easy. We challenge unethical behaviour and speak out when things don't feel right. We are respectful, fair and considerate and can be trusted to deliver agreed commitments on time.



We make a difference

We pursue opportunities to make a difference in North Wales. We champion the Welsh language, heritage and culture and support regional charities. We protect the environment and seek opportunities to reduce our footprint.



Recruitment Timetable



Closing date

Applications need to be received by

06/11/2023



Shortlisting

We aim to inform all those shortlisted by this date with details of the assessments and interview date provided

by 17/11/2023



Assessments

Assessments will take place prior to the interview. You will be informed of the details, should you be shortlisted

by 23/11/2023



Interviews

The exact date and time of interview will be confirmed upon shortlisting

w/c 27/11/2023

Work for us

The Portfolio Management Office for Ambition North Wales is currently hosted by Cyngor Gwynedd* as our employing authority. Therefore, while the role is with Ambition North Wales your contract of employment will be with Cyngor Gwynedd.

Please use this [link](#) to access the Cyngor Gwynedd's recruitment portal. You will be required to create an account to submit an application.

Please remember to complete all sections of the form. You are welcome to submit your form in Welsh or English.

Following the closing date an assessment panel will assess your application against the requirements set out in the personal specification. Please make sure your statement covers all essential criteria set out in the personal specification.

Applicants who reach the shortlist will be invited to an interview, details of the interviews will be sent at least a week in advance.

We will ask applicants to complete assessments before the interview (full details will be included within the interview letter).

Please note applications received after the closing date will not be considered.

*future arrangements may change with the establishment of the North Wales Corporate Joint Committee.

Benefits

There are several benefits of working for Ambition North Wales, full details can be found [here](#). However, the following is a summary of the key benefits:

Pension scheme

Ambition North Wales currently hosted through Gwynedd Council operates a Local Government Pension Scheme. Information about the fund can be found on the Gwynedd Pension Fund [website](#).

Annual leave

The annual leave entitlement varies between 21 and 30 days per year - depending on the grade of the post. Staff are also entitled to 8 days leave for bank and public holidays, as well as an additional 3 and a half days.

Special leave

As well as the leave noted above, paid absence may be granted in special circumstances such as moving house, bereavement, attending medical appointments, undertaking public duties and so on.

Work life balance

Ensuring that staff strike a healthy balance between work and home life is very important for Ambition North Wales. Staff can take advantage of the following arrangements:

- Flexible working hours
- Maternity, paternity and adoption leave
- Parental leave and flexible working for parents and carers
- Hybrid working

Training and development

Ambition North Wales recognises the importance of investing in its most important asset - its staff. Every employee can expect:

- A formal induction process and a continuous performance review
- A wide range of internal and external training and development opportunities
- Contribution towards the membership of professional bodies which are relevant to the work

The North Wales Growth Deal

Aims

- To build a more vibrant, sustainable and resilient economy in North Wales.
- To build on our strengths, to boost productivity while tackling long-term challenges and economic barriers to deliver inclusive growth.
- To promote growth in a scalable, inclusive and sustainable way, in line with the Well-being of Future Generations (Wales) Act 2015.

Benefits

- Growth in regional prosperity: improved productivity, inward investment and the creation of new jobs.
- Better-quality jobs: through targeted interventions in high value sectors.
- More skilled workforce: supporting skills and training initiatives and targeted interventions in high value sectors.
- Improvements in standards of living: inclusive growth that provides opportunities, reduces poverty, inequality and deprivation.

INVESTMENT

Growth Deal Target Investment:

£240m

Total Target Investment:
over

£1bn

SPENDING OBJECTIVES

Create up to

4,200

new jobs

Generate up to

£2.4bn

net additional GVA

Our Programmes

Agri-food and Tourism



This programme will promote and support employment and training in the Agri-food and Tourism sectors, building on world-leading skills and expertise already established within the region.

Digital Connectivity



The programme will enhance our region's capability to develop technologies for the future, ensuring that we can meet the increasing demand for digital and benefit from fast, high-quality connectivity.

Innovation in High Value Manufacturing



This programme will promote innovation and commercialisation of technology in the manufacturing industry, building on the existing strength of the sector within our region.

Land and Property



This programme will address land and property challenges within the region, to unlock opportunities and build on our strengths.

Low Carbon Energy



This programme will unlock the benefits of developing low carbon energy projects within the region, positioning North Wales as a leading location for the low carbon energy sector.

OUR PARTNERS



£240M OF GROWTH DEAL FUNDING BY





ambitionnorth.wales
jobs@ambitionnorth.wales