



International Trade and Investment

Aberdeen City Council's International Trade and Investment Team support the Aberdeen business community by maintaining a portfolio of close business relationships with government, economic development agencies and industry bodies.

The team is located in Marischal College and is here to help you find the advice and information you need to get your business involved in international trade activities or exploit further international trade opportunities for those already exporting.

Through partnerships with organisations such as United Kingdom Trade and Investment (UKTI) and Scottish Development International (SDI) the International Trade and Investment Team is able to provide assistance to

businesses which includes:

- Promotion of overseas business opportunities
- Workshops and courses to prepare companies to undertake international trade
- Overseas missions and learning journeys
- Hosting inward trade missions
- Seminars and trade clinics
- Local export networking opportunities
- Company specific market research
- Published market information

Our expertise in delivering programmes of events and visits supports businesses in their planning of trade activities, allowing them to capitalise on global opportunities.

For more details of how we can help your business, contact:


International Trade Team

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Linked 

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 [@aberdeencc](https://twitter.com/aberdeencc)



**Shaping
Aberdeen**

ABERDEEN CITY COUNCIL

JOB PROFILE

1 Job Details	
Job Title:	Project Officer (Business & Skills)
Job Profile No:	
Directorate:	Communities, Housing & Infrastructure
Service:	Economic Development
Grade:	G13
Version Date:	October 2016

2 Job Purpose
<p>The purpose of the job is to develop, plan and manage a variety of Economic Development projects, predominantly in the areas of Business Support, Trade and Investment, and Employability and Skills, which will positively impact the sustainable economic growth of Aberdeen City and its region.</p>

3 Reporting Relationships
<div style="text-align: center;"> <p>Business and Skills Manager</p> <p>↓</p> <p>Team Leader</p> <p>↓</p> <p>Senior Project Officer</p> <p>↓</p> <p>Project Officer</p> </div>

4 Outcomes
<p>The post holder will be expected to:</p> <ul style="list-style-type: none"> ▪ Contribute to successful management and delivery of Economic Development projects. ▪ Monitor and ensure projects meet the reporting requirements. ▪ Manage project risks and issues. ▪ Liaise with associated project partners, stakeholders and organisations. ▪ Represent the Council and travel in connection with strategic development projects.

5 Knowledge
The post holder needs to be able to demonstrate an understanding or

experience of:

- Project management.
- Effective communication and stakeholder engagement.
- Contract management and financial monitoring.

6 Job specific skills & competencies**The post holder is expected to demonstrate:**

- Proven experience in trans-national strategic European projects.
- Proven experience in developing strategy and policy.
- Proven experience in contract management and performance monitoring.
- Proven experience of working in a project with multiple partners and stakeholders.
- Proven experience of delivering presentations using a variety of methods and media ranging from small groups to large conferences.

7 Organisational Behaviours**The post holder is expected to display the following behaviours:****Communication**

- Communicates information clearly and concisely
- Gives clear and relevant information and instructions
- Uses appropriate language which is clear and unambiguous (Plain English)
- Relates well to others and works with them to help meet their needs

Customer Focus

- Understands and responds appropriately to customers' needs
- Works collaboratively across service/ team/ organisational boundaries to deliver excellent customer service
- Manages customer expectations
- Establishes good relationships with customers

Professionalism

- Demonstrates honesty and integrity in their decisions and actions
- Meets deadlines
- Promotes/ upholds the council's image
- Meets and maintains standards consistently

Respect

- Recognises the time, effort and commitment of others
- Is courteous, polite and considerate to all
- Makes colleagues feel valued and supported
- Complies with council policies, procedures and guidelines

8 Requirements of the Job
The post holder needs to hold as a minimum: <ul style="list-style-type: none">• Degree, or equivalent level qualification in a relevant discipline.• In addition, a Project Management qualification/certificate is desirable.

9 Development
The post holder must have undertaken or must undertake the following within a specified period. <ul style="list-style-type: none">• If required, the post holder to undertake Prince II training in project management within the first 12 months.• The post holder will also attend the Council's internal 'Negotiating and influencing' training.• Data Protection Essentials – OIL Module• Protecting Children - OIL Module• For Your Eyes Only - OIL Module