



<p><b>Title</b> Growth and Economic Development Officer</p>	<p><b>Department</b> Place</p>	<p><b>Post Ref.</b> xxxx</p>
<p><b>Job Purpose</b> To anticipate and develop a proactive approach to the economic development and growth of the county and to lead and project manage policy areas and themes that deliver both strategic and local economic development priorities.</p>		
<p><b>Key Responsibilities</b></p> <ol style="list-style-type: none"> <li>1. To be the lead officer for specific economic development policy areas and/or themes as required and agreed</li> <li>2. To provide high quality advice, advocacy and policy direction on economic development and to keep abreast of relevant and current developments and internal priorities</li> <li>3. To build positive working relationships and networks externally, including representing the County Council on partnership or other bodies as required and ensuring the County Council's role, input and priorities are acknowledged and valued by stakeholders</li> <li>4. To work closely with Elected Members and senior officers, providing briefings, reports and advice and supporting Elected Members on County Council business</li> <li>5. To undertake and lead on, as appropriate, group and corporate tasks, projects and responsibilities as required by and agreed with either the Senior Economic Development Officer or Group Manager</li> </ol>	<p><b>Key Accountabilities</b></p> <ol style="list-style-type: none"> <li>6. To be accountable for effective performance of policy areas and individual projects, where appropriate, including providing accurate and evidenced reporting of management information</li> <li>7. To be accountable for ensuring effective and positive communications of County Council growth and economic development projects and priorities</li> <li>8. To manage finance and other resources in line with relevant County Council policies and frameworks</li> <li>9. To take personal and proactive responsibility for own performance</li> <li>10. To demonstrate a proactive, flexible and responsive approach to the role within a regularly changing environment</li> </ol>	
<p><b>The post holder will perform any duty or task that is appropriate for the role described</b></p>		

<p><b>Person Specification</b></p>	
<p><b>Education and Knowledge</b></p>	<p><b>Personal skills and general competencies</b></p>

<p>11. A track record of achievement in learning to include a university degree and/or evidenced record of achievement in continuing professional development</p> <p>12. A good standard of ICT skills including Microsoft Office applications and web-based communications</p> <p>13. Numeracy skills sufficient to plan and analyse financial expenditure and performance data</p> <p>14. Knowledge and experience of economic development and growth related issues and the national and local policy framework</p> <p>15. Knowledge and/or experience of securing and managing external funding</p>	<p>16. A high level of personal drive and commitment to excellent customer care and the ability to set an example for other staff</p> <p>17. Strong interpersonal skills to gain the agreement and acceptance of others including colleagues, senior managers and customers</p> <p>18. Ability to make decisions and solve problems to meet operational targets, involving devising solutions and prioritising the resources available</p> <p>19. Ability to meet agreed objectives and delivery targets by the effective use of resources</p>
<p><b><i>Experience</i></b></p> <p>20. A minimum of three years' experience of working in a growth and economic development context</p> <p>21. Experience of developing and delivering successful growth and economic development initiatives</p> <p>22. Experience of providing growth and economic development related policy advice and responses</p> <p>23. Experience of developing positive working relationships with relevant partners and stakeholders and influencing these to deliver a common agenda</p> <p>24. Experience of writing precise, clear and stimulating reports and briefings</p> <p>25. Experience of planning and managing complex projects to time and on budget</p>	
<p><b><i>Role Dimensions</i></b></p> <p>26. This post will act as theme and policy development lead for an agreed portfolio of growth and economic development priorities and projects</p> <p>27. Financial responsibility will be agreed with a Senior Economic Development Officer or Group Manager and will relate to priority financial interventions as agreed with the relevant Policy Committee Chair</p> <p>28. There are no direct line management responsibilities attached to this post unless otherwise delegated by the Senior Economic Development Officer or Group Manager</p>	

Date: 11<sup>th</sup> May 2018

Tier 7 – Experienced / Professional Staff