

Title Growth and Economic Development Officer	Department Place	Post Ref. xxxx
Job Purpose 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.		
Key Responsibilities 1. To be the lead officer for specific economic development policy areas and/or themes as required and agreed 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 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 4. To work closely with Elected Members and senior officers, providing briefings, reports and advice and supporting Elected Members on County Council business 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		Key Accountabilities 6. To be accountable for effective performance of policy areas and individual projects, where appropriate, including providing accurate and evidenced reporting of management information 7. To be accountable for ensuring effective and positive communications of County Council growth and economic development projects and priorities 8. To manage finance and other resources in line with relevant County Council policies and frameworks 9. To take personal and proactive responsibility for own performance 10. To demonstrate a proactive, flexible and responsive approach to the role within a regularly changing environment
The post holder will perform any duty or task that is appropriate for the role described		

Person Specification	
Education and Knowledge	Personal skills and general competencies

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

Date: 11th May 2018

Tier 7 – Experienced / Professional Staff