

# ARUN DISTRICT COUNCIL

## JOB DESCRIPTION

Designation	:	Economic Regeneration Officer
Grade	:	S8
Directorate	:	Directorate of Place
Team	:	Economic Regeneration
Location	:	Arun Civic Centre
Responsible to:		Group Head of Economy

### **Purpose of Job:**

The Economic Regeneration Officer will be working to support the delivery of economic growth in Arun. The post will facilitate economic growth and regeneration projects including identifying relevant funding opportunities.

The post will require a range of project management, analytical and delivery focussed skills to deliver a positive and tangible impact on the economy of Arun.

### **Duties and Responsibilities:**

1. To support the delivery of the districts regeneration plans and strategic site development proposals
2. To develop, co-ordinate and project manage the delivery of key projects and proposals relevant to the economic development and growth activities of the district.
3. To work with both project teams and external partners to facilitate and deliver regeneration initiatives
4. To engage with potential stakeholders to positively influence investment decisions that align with the Council's priorities
5. To identify potential funding sources to support regeneration projects and make funding bids as required

6. To ensure good communication with key stakeholders and partners in connection with local regeneration projects
7. To attend and represent the Economic Regeneration team as necessary and appropriate at Council meetings and other outside partner or agency meetings
8. To contribute to building strong relationships with our local, regional, national and private sector partners to accomplish shared aims and objectives for the future prosperity of Arun
9. To support the delivery of the annual Economic Regeneration Work Plan as directed
10. To have regard to customer care, including responding to customer enquiries and complaints and carrying out consultation, as appropriate, to gather their views on service needs and projects
11. To be aware of, and comply with, current legislation concerning Equal Opportunities, Health and Safety at Work, Data Protection and Freedom of Information. To be aware of, and comply with, the Council's policies and procedures as set out in the Constitution, Standing Orders and Code of Conduct for Officers.
12. To undertake such other duties which fall within the range and capabilities of the post holder. This may include participation in Election Duties or Emergency Planning duties as requested by the Chief Executive or Corporate Management Team.

This Job Description aims to cover the main areas of work relating to this post but is not exhaustive and the post holder may be required to carry out other duties within the grading level and his/her competence. The post holder will be expected to work on his / her own initiative in establishing good relationships with Councillors and Officers under the general overview of the Group Head of Economy.

Signature of Postholder : .....

Date : .....