

HARBOROUGH DISTRICT COUNCIL - JOB DESCRIPTION

POST: Economic Development Officer
TEAM: Economic Development Team
GRADE: 6
SERVICE AREA: Business & Economy
RESPONSIBLE TO: Economic Development Manager

VARIATIONS TO STANDARD CONDITIONS OF SERVICE

1. This is a description of the job as it is constituted at the date shown below. It is the practice of this Authority to periodically examine employee's job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with those working directly to them. You will therefore be expected to participate fully in such discussions. It is the Authority's aim to reach agreement to reasonable changes, but if agreement is not possible management reserves the right to insist on changes to your job description after consultation with you.
2. Some weekends and evenings, valid driving licence and means to travel

DATE ISSUED: July 2021

JOB PURPOSE:

To develop, programme and deliver assigned actions and projects outlined in the team delivery plan. The Team delivery plan is based upon the actions identified within the Economic Development Strategy and associated action plan, with a particular focus on the strategic regeneration development of both market towns and support for any neighbourhood plans that could emerge.

PRINCIPAL RESPONSIBILITIES:

1. To deliver key work streams and actions identified within the Economic Development Strategy and team plans.
2. To deliver and manage enquiries and actions that are assigned to the role by the Economic Development Manager on an ad-hoc basis.
3. To engage with SME businesses in Harborough and those looking to move into the area and create good relationships where businesses are aware, they can come to us for support advice and signposting.
4. To create good working relationships with key partners such as internal departments at HDC, LLEP, Leicestershire County Council, neighbouring authorities and county wide groups such as the Leicestershire Economic Development Officer Network, East Midlands Chamber and Leader.

5. To manage and ensure deadlines are achieved for their own workloads – a degree of autonomy is given to allow the EDO's to deliver against assigned priorities as they see fit, this will require EDO's to manage their own workloads and budgets and prioritise work as it arises to ensure deadlines are hit
6. Acting as a first point of call for investment and development enquiries for the District.
7. Seek opportunities for external funding and making bids on behalf of the Council.
8. Implement the Economic Development Strategy and monitor its progress.
9. To uphold and display the HDC behaviour competency framework to at least level 2
10. To ensure compliance with all Council policies and statutory requirements and guidance in relation to Equality and Diversity, Equal Opportunities, Health and Safety, Safeguarding and Communication and involvement policies
11. As a term of employment the post holder may be required to undertake other such duties as may reasonably be required of you in the post and department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments at any of the Authority's establishments.

12. Health and Safety

- To be familiar with and at all times comply with
 - the Council's general health and safety policy,
 - the Council's specific health & safety policies and procedures as detailed in the Council health and safety policy documents, and
 - Local department specific health and safety procedures as amended or added to from time to time.
- To report any unsafe practice, accident, incident, dangerous occurrence or hazard found during the course of your work to your line manager for action.
- To take reasonable care for the health and safety of yourself and of other persons who may be affected by your acts or omissions at work. To maintain Personal Protective Equipment and to report any PPE that is defective.
- To co-operate with all staff and members of the authority so far as is necessary to enable all health and safety requirements to be performed or complied with.
- To ensure anything provided in the interests of health, safety or welfare is not intentionally or recklessly interfered with or misused.

HARBOROUGH DISTRICT COUNCIL – PERSON SPECIFICATION

JOB TITLE:	Economic Development Officer				TEAM:	Economic Development Team		
GRADE:	6	WEEKLY HOURS:	37	ALLOWANCE:	Casual car user		CONTRACT TYPE:	Full time – permanent
TYPE OF CRITERIA	ESSENTIAL REQUIREMENTS: Minimum requirements for the successful completion of the job			ASSESSMENT A / I / T / E	DESIRABLE REQUIREMENTS: Elements that contribute to improved / immediate performance in the job		ASSESSMENT A / I / T / E	
QUALIFICATIONS	English and Maths GCSE Grade C or above or equivalent			A and E	Degree in relevant subject (business studies, politics, economics etc)		A and E	
EXPERIENCE	Experience in a similar role (either public or private sector)			A and I	Project Development and Management experience		A	
	Experience working in partnership to deliver complex projects			A T and I				
KNOWLEDGE	Knowledge of inward investment and support/advice available to businesses			A T and I	Some knowledge of local government processes		A and I	
					Some knowledge or keeping track of assigned budgets		A and I	
SKILLS	Excellent organisational skills			A and I	Ability to prioritise conflicting workloads		A and I	
	Great communication skills (both written and oral)			A and I	Ability to adapt to unforeseen challenges		A and I	
	Good report writing skills			A and I				
	Ability to work towards deadlines and under pressure			A and I				
	Excellent ability to work in partnership (both internally and externally)			A and I				
	Capable of using Microsoft packages (Word, Excel)			A and I				
OTHER	Some evening meetings and weekends will be necessary			I				
	A combination of office and home-based working			I				
	Valid driving licence with access to vehicle*			A, I and E				
Assessment Legend:	A = Application			I = Interview		T = Test or Assessment		E = Evidence (e.g. certificate)
N.B. Where more than one assessment stage is indicated against a criteria that criteria must be demonstrated at both stages *Reasonable adjustments will be considered								