

# **Tunbridge Wells Borough Council**

## **Job Description**

**Title:** Graduate Economic Development Officer

**Grade:** C

**Service:** Economic Development

**Responsible to:** Economic Development Manager

### **Job Summary**

To support sustainable business growth in the borough. To promote and market the borough as a business and visitor destination. To work with businesses and other partner organisations to build resilience in the local economy.

### **Main Duties**

1. To assist in the preparation of the Borough's post-Covid Economic Development Strategy.
2. To assist with the promotion and marketing of Tunbridge Wells Borough as an attractive visitor and business destination, using Visit Tunbridge Wells and TWBC\_Business Portal, social media channels and through specific projects.
3. To build contacts and networks with local businesses in the borough.
4. To assist in the organisation of events to support businesses, for example jobs fairs.
5. To undertake research and consultation for projects, plans and strategies.
6. To assist in the delivery of a wide range of economic development initiatives including: town centre regeneration, business support programmes, skills and employability projects.
7. To work in partnership with Kent County Council and public transport operators to deliver improvements to the local transport network, including for active travel (cycling and walking).
8. To work with the Council's Planning Policy team and the Royal Tunbridge Wells Business Improvement District on the preparation of the Town Centre Plan for Royal Tunbridge Wells.
9. To work with the Sustainability Team to contribute to the development of a borough-wide action plan for reaching net zero.

10. To undertake additional administrative duties as required, including assisting with the team's financial and record keeping procedures.

**NB:** This job description is not intended to be an exhaustive list of the duties required in the post. In light of Service needs, some tasks will need to change and any changes will be made in consultation with the postholder.