

# Job Description & Person Specification

<b>Post Title:</b>	Economic Development Officer
<b>Service Area:</b>	Business, Partnerships and Health Improvement
<b>Reports to:</b>	Economic and Community Development, Work and Skills Manager
<b>Scale:</b>	5

## Overall Purpose of Job

- To promote economic growth in Blaby District
- To promote investment in Blaby District
- Responsible for the compilation and monitoring of data
- To lead on delivery of actions and projects that meet the economic objectives of the Council and District.

	<b>Key Roles, Tasks and Responsibilities</b>
1.	Be the front face of the business hub - have a clear and detailed understanding of grants and initiatives, to focus on taking advantage of any external funding that is available to support the delivery of projects associated with the green agenda or projects that will support our businesses.
2.	Engage the business sector to continue to grow the business hub offer.
3.	Develop a communication plan to promote Blaby District as a prime location for businesses to invest and stay. This will involve working with private and public sector colleagues to promote our empty units, development sites and further develop our support local branding. Maximising the Blaby Pound.
4.	Have full responsibility to run the business breakfast – developing the relevant themes for the year, putting together the agendas, engaging with partners to support specific agenda themes and organising delegates.
5.	To work with the Blaby Town Centre partnership and to develop similar models across other neighbourhood shopping areas in the district.
6.	Develop a district wide Business forum that has local business engagement and public sector partners working together
7.	Work with colleagues to Establish a Work & Skills Forum that will provide the opportunity to work with partners to provide a wealth of support to individuals and companies to help people remain in work or secure employment. Thus supporting our businesses to thrive.
8.	To establish and maintain effective working relationships with the Council's key economic development partner organisations and other public, private and voluntary sector organisations to further the above aims, including attendance at meetings as appropriate.
9.	To undertake detailed research when required to inform work streams to influence and support economic development for the district.
10.	To support the economic development strategy by actioning and completing reporting for the underlying action plan
11.	To attend all relevant meetings associated with the post and pull together the relevant reporting for meetings or associated action plans for district and county.
12.	The post holder will be expected to undergo designated training sessions as necessary, which may be out of normal working hours and/or at other establishments as may be required.
13.	All Officers are expected to contribute and work towards the on-going policies on Community Strategy, Environmental Issues, Crime and Disorder, Equal Opportunities and Audits
14.	To comply with the Health and Safety at Work Act at all times as outlined in Blaby District Council's Health and Safety Policy.
15.	This job description may be reviewed and amended, in consultation with the post holder, in the light of any organisational developments within the Authority.

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<b>Post Characteristics</b>	
Qualifications (desirable)	Recognised formal qualification in Economic Development
Experience (desirable)	Previous experience in a Local Authority setting
Allowances	No
On call/emergency situations	No
Politically restricted posts	No
Checks (Baseline security check)	Yes

<b>Health and Safety Responsibilities -</b>	
	To be familiar with and at all times comply with corporate and local health and safety policies and 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 others. To not intentionally or recklessly interfere with or misuse anything that has been provided in the interests of health and safety. To maintain Personal Protective Equipment and to report any PPE that is defective.

<b>Emergency Planning/Response Responsibilities</b>	
	To carry out the duties specified in relation to the post in the Emergency Plan, Business Continuity Plans and other associated documents

<b>Job Description Details</b>	
Reviewed by:	Community Development, Work & Skills Manager
Latest Version Date:	March 2022
Job Evaluation:	A2013

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Job Title                    **Economic Development Officer**

Service Area              Community Development, Work and Skills

Date completed          March 2022

Completed by              Community Development, Work & Skills Manager

Criteria	Essential (E)/ Desirable (D)	Method of Assessment (see overleaf)
<p><u>Knowledge</u></p> <p>Good understanding of economic development in a local government context</p> <p>Knowledge and understanding of the private sector business environment</p> <p>Understanding of business support to ensure new and growing businesses access growth support, grants and relevant initiatives.</p>	<p>E</p> <p>E</p> <p>E</p>	<p>3, 4</p> <p>3, 4</p> <p>3, 4</p>
<p><u>Skills/Abilities</u></p> <p>Proven track record of working on own initiative to develop projects and see them through to completion.</p> <p>Ability to produce performance reports, data analysis and present these findings to partners and senior management.</p> <p>Think creatively and translate this into workable service solutions.</p> <p>Excellent organisational skills to be able to work across different sectors and locations.</p> <p>Ability to build and sustain strong collaborative working relationships that can deliver joint initiatives.</p> <p>Good verbal and written communications skills, including the ability to listen to other people's perspectives and action this.</p> <p>Ability to plan ahead to meet the growing need for the work &amp; skills and, economic growth agenda.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>3, 4</p> <p>3, 4</p> <p>3, 4</p> <p>3, 4</p> <p>3, 4</p> <p>3, 4</p> <p>3, 4</p>

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<p>Able to work on own initiative, be self-motivated, prioritise work accordingly and work to tight deadlines.</p> <p>To be able to work as part of a wider team to deliver team goals and organisational priorities</p> <p>This position requires you to have good information technology skills that include computer and mobile device skills as well as software skills.</p>	<p>E</p> <p>E</p> <p>E</p>	<p>3, 4</p> <p>3, 4</p> <p>3, 4</p>
<p><u>Experience</u></p> <p>Experience of working in a range of multi-agency and partnership settings</p> <p>Experience of working in a Local Authority setting</p>	<p>E</p> <p>D</p>	<p>3, 4</p> <p>3, 4</p>
<p><u>Qualifications/Training</u></p> <p>Recognised formal qualification in Economic Development (or equivalent)</p>	<p>D</p>	<p>3, 4, 5</p>
<p><u>Other</u></p> <p>Must be able to recognise discrimination in its many forms and willing to put the Council's Equality Policies into practice.</p> <p>Driving License and access to your own vehicle</p>	<p>E</p> <p>E</p>	<p>4</p> <p>3, 4, 5</p>

1. Test prior shortlist
2. Test after shortlist
3. Application form
4. Probing at interview
5. Documentary evidence