# JOB DESCRIPTION

| **POST: ECONOMIC DEVELOPMENT OFFICER** | **POST NO: EES19B** |
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**DIRECTORATE/DIVISION:**

Economy & Planning / Economic Development & Regeneration

**SCALE:** G / H

**ANY SPECIAL CONDITIONS:**

**(a) <u>Career Grade</u>**

Scale G – The postholder able to carry out the majority of all duties of the post, but requiring additional training, supervision and/or experience.

Scale H - The postholder is capable of undertaking all of the duties of the post satisfactorily with minimal supervision.

Progression through the scales is at the discretion of the Economic Regeneration Manager having regard to the competence of the postholder and the availability of work at the appropriate level.

**(b)** Ability to attend occasional evening meetings

**RESPONSIBLE TO:** Economic Regeneration Manager

**RESPONSIBLE FOR (POSTS):** None

**MAIN PURPOSE OF POST:**

- To be the lead advisor to the council on economic development and business support matters.
- To provide direction, drive and management of the council's economic development and business support work programme.
- To contribute to the overarching purpose for Economic Development - Creating the right environment for businesses to thrive locally.

**SPECIFIC DUTIES OF POST:**

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| | • To be the lead advisor to the council on economic development and business support matters |
| | • To provide direction, drive and management of the council's economic development and business support work programme working closely with the Head of Service and the Portfolio Holder for Planning & Economic Development. |
| | • To develop and build excellent working relationships with our business partners in Crawley's key employment zones; Manor Royal Business District, Town Centre and Gatwick Airport |
| | • To develop and build excellent working relationships with our business partners for example; Coast to Capital, Gatwick Diamond, West Sussex County Council, business membership organisations, skills and educational organisations and other key economic partnerships and stakeholders |

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| | • To be the main point of contact for economic development matters providing customers with the right advice/information, making connections and signposting correctly |
| | • To manage the development and delivery of economic development projects, events and initiatives that support local businesses and meets Crawley's economic needs. |
| | • To research and monitor the latest economic data/intelligence and ensure it is readily shared and understood by key stakeholders to ensure good decisions are made based on evidence. |
| | • To facilitate engagement with the business community through a variety of channels to ensure that their views are understood and inform the councils approach to economic development matters by supporting for example; the Local Economy Action Group (LEAG). |
| | • To analyse and respond on behalf of the council to various strategic/policy consultations/documents. |
| | • To attract and promote inward investment in the borough by being a key point of contact for investors and developers and acting as an ambassador for Crawley, leading delivery of the council's Inward Investment Programme. . |
| | • To assist in the preparation of briefs for development sites and respond to key planning applications and consultations as appropriate |
| | • To develop the council's approach to inward investment working jointly with key council services and partners, including promoting Crawley as a business location and facilitate investor development relationships |
| | • To work closely with other council services to ensure a common understanding of economic development matters. |
| **Other corporate duties** | |
| | • To carry out such other duties as the Economic Regeneration Manager may from time to time reasonably require. |
| | • To carry out all duties in accordance with relevant legislation, Council policies, procedures and standards. |
| | • To actively promote the Council's Corporate Equality Statement and demonstrate the standard of conduct which prevents discrimination taking place. |
| | • To ensure full compliance with the Health and Safety at Work Act 1974, the Council's Health and Safety Policies and Procedures and all locally agreed safe methods of work. |
| | • To share the council's commitment to safeguarding and promoting the welfare of children, young people and adults at risk as outlined in the CBC Safeguarding Policy.<br>• To ensure that all duties are carried out in compliance with both environmental legislation and a commitment to the Council's Environment Policy. |
| | NOTE the duties listed are in general terms only and detailed variations in job content may be expected. |
| **AMENDMENT DATE: 14 July 2020** | |
| **POSTHOLDERS SIGNATURE:** | |

## CANDIDATE SPECIFICATION

**(This is for information only and should be retained by the applicant)**

| POST: **Economic Development Officer** | POST NO: **EES19B** |
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| **CHARACTERISTIC** | SPECIFICATION | |
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| | **ESSENTIAL CRITERIA** | **DESIRABLE CRITERIA** |
| SKILLS/ABILITIES | • Ability to work effectively in a political environment and experience of working with elected members.<br>• Ability to build excellent working relationships both internally and externally focusing on what matters to Crawley<br>• Strong communication skills<br>• Ability to negotiate and persuade others at all levels<br>• Ability to deliver projects effectively using project management tools<br>• Ability to analyse problems and propose solutions<br>• A self-starter, with the ability to work independently<br>• Ability to analyse data and use evidence to make good decisions<br>• Ability to be a team player | |
| KNOWLEDGE | • Excellent working knowledge of economic development matters globally, nationally, regionally and locally<br>• Excellent working knowledge of government policy and initiatives relating to economic development matters | • An understanding of systems thinking methodology |
| QUALIFICATION AND TRAINING<br><br>VERIFICATION WILL BE REQUIRED | • Commitment to personal development | • Degree or equivalent qualification<br>• |
| EXPERIENCE | • Experience of working in an economic development related area<br>• Experience of working in partnerships<br>• Working experience of developing and delivering economic development and / or business support projects and initiatives<br>• Working experience of planning and organising events | • Experience of bidding and managing funds<br>• |
| QUALITIES | • A positive attitude<br>• Good communicator<br>• Self starter<br>• Political sensitivity<br>• Commercial awareness<br>• Confidential | |
| SPECIAL CONDITIONS | • Occasional attendance at evening meetings | |