



RUTLAND COUNTY COUNCIL

JOB DESCRIPTION

Position Title: Sustainable Economy Manager

Grade: PO3

Directorate: Places

Department: Economic Development

Responsible to: Head of Sustainable Economy and Place

Purpose of the Job:

To be responsible for implementing and delivering the economic strategy, including raising the profile of Rutland by developing strategic relationships locally and nationally. Taking a key role in attracting external funding, actively influencing organisational and partner strategies, and developing funding bids themselves. Responsible for development of Rutland's approach to Carbon Net Zero and a Sustainability Strategy. To recognise the importance of our key sectors and the roles our market towns play in the economy of Rutland.

Main Responsibilities:

1. To lead on implementation of a long-term economic strategy for Rutland and development of a related annual action plan.
2. To lead on development of a sustainability strategy for Rutland and the council's own approach to achieving carbon net zero.
3. To meaningfully engage with local businesses, communities and other key stakeholders, including funding agencies and economic partnerships in development and delivery of a sustainable economy for Rutland.
4. To secure external (national or regional) funding for projects and economic development initiatives which benefit the County. Engaging with national and regional funding bodies, organisations and Government Agencies.
5. To work with partners and stakeholders to promote and grow Rutland as a business location, identifying and developing opportunities delivering economic benefits.
6. To lead on business and enterprise engagement and consultation activities supporting strategic issues such as the Local Plan, Climate Change, Learning and skills strategy, Tourism Strategy and other key priorities for Rutland related to creating a positive sustainable economy.



RUTLAND COUNTY COUNCIL

7. To manage and monitor delivery of successful funding bids, working alongside the Rutland and Melton LUF team, while delivering the UK Shared Prosperity and Rural programmes. This will include providing strategic co-ordination in procurement, stakeholder liaison, budget management and implementation through to completion.
8. To provide leadership across the Places Directorate on the understanding and application of national and regional economic development policy (eg BEIS, DLUHC, Greater Lincolnshire LEP, Midlands Connect, DfT, DEFRA, Federation for Small Business, Chamber of Commerce).
9. To manage the contractor and oversee the roll out of “Digital Rutland” projects across the County.
10. To manage Rutland’s economic and business intelligence reporting functions providing relevant economic data, analysis and reports to inform the Portfolio Holder, Members and Cabinet on all aspects relating to economic activity in the County and report into the corporate performance targets.
11. To report to, and attend as required meetings of the Council, Cabinet, Scrutiny Panels and Committees, external partnerships in order to ensure timely decision making processes in compliance with the Council’s Constitution and aid effective delivery and partnership working.
12. To operate within the Corporate governance and risk management frameworks so that services are robust and transparent and can respond to any challenge or scrutiny.
13. To manage and develop a motivated team to ensure that service objectives are met and standards of service are delivered that meet customer needs. Ensure that staff are developed in their role through effective management, guidance and assistance, ensuring the team has the necessary skills and abilities to achieve team objectives.
14. To manage delegated budgets and ensure effective financial planning and monitoring in accordance with the Council’s Financial Procedure rules. Manage any approved grants, including the development of appropriate bids to maximise funding opportunities and respond to budget pressures.
15. To act in accordance with the principles set out in the Employee Code of Conduct and the Council’s Values, recognising the duty of all public sector employees to discharge public functions reasonably and according to the law.
16. To comply with the Leadership and Management Behaviours in order to contribute to the achievement of the Council’s strategic aims and objectives.

Dimensions

Monitoring and reporting of agreed KPI’s. Management of procurement, bidding and contracts as required under the direction of project boards and Head of Service.



RUTLAND COUNTY COUNCIL

Revenue Budgets: Responsible for UKSPF Budget of £1M, REPF of £400,000 and other ad hoc budgets as required.

STANDARD CLAUSES

1. Training

You will keep under review the training and developmental needs of staff, keep yourself informed of current issues and be alert to Rutland County Council's and other relevant bodies' training programmes and policies.

2. Welfare

You have a responsibility for staff welfare, guidance and support in conjunction with Human Resources and other appropriate staff.

3. Health and Safety

You will take reasonable care for your health and safety and that of other persons who may be affected by the performance of your duties. Where appropriate you will safeguard the health and safety of all persons and premises under your control and guidance in accordance with the provisions of Health and Safety legislation and Rutland County Council's and Departmental codes of practice and procedures. You will exercise proper care in handling, operating and safeguarding any equipment, vehicle or appliance provided, used or issued by the Council or provided or issued by a third party for individual or collective use in the performance of your duties.

4. Equal Opportunities

You will uphold Rutland County Council's Equal Opportunities practices in accordance with the Council's Equality and Diversity Policy, to ensure the promotion of fair and high quality services to all.

5. Customer Care

You will promote and deliver fair and high quality customer care services that are sensitive and responsive to customers and in accordance with Rutland County Council's Customer Care Policies. You will ensure efficient and effective implementation of customer care policies by staff whom you supervise.

6. Financial Management

To be aware of your responsibilities under the constitution of the Council relating to financial and contract procedural rules.

To manage the budgets assigned to you in accordance with financial and contract procedure rules.

7. Technology

Where appropriate you will work with computer and other new technology and associated systems as required and support staff in its use.

8. Political Restriction

Under the Local Government and Housing Act 1989, this post is classified as a politically restricted post. Employees who are politically restricted are disqualified



RUTLAND COUNTY COUNCIL

from standing for or holding elected office under the Local Government (Political Restrictions) Regulations 1990 (LGO(PR)R 1990) [SI 851].

9. Risk Management Responsibility

You will take reasonable steps to ensure awareness of corporate and operational risk that impact on, or might be impacted on by the work undertaken by yourself, or by persons under your control or guidance. Where appropriate you will ensure that appropriate and effective action is taken to mitigate those risks. You will ensure that persons under your control or guidance are made aware of, and understand both risks impacting upon them and any mitigating actions required of them.

10. Environment

You will ensure the impact of your work on natural resources is minimised in line with the Council's commitments to ensure efficient and effective use of natural resources and to reduce negative impacts on the environment within its operations.

11. Other duties

This job description indicates the main areas of activity of this post. From time to time, however, other tasks/duties may be required but these will fall within the general areas of responsibility and grade of the post. Any changes which are of a permanent nature will, following consultation with you, be included in the job description in specific terms and will be formally issued to you.



RUTLAND COUNTY COUNCIL

JOB REQUIREMENTS

QUALIFICATIONS/TRAINING/EDUCATION

Essential	Method of Assessment *
Degree standard of education or equivalent relevant experience	A
Desirable	Method of Assessment *
Relevant professional qualification	A

EXPERIENCE/KNOWLEDGE

Essential	Method of Assessment *
Experience in developing economic strategies and action plans, working directly with businesses.	A/I
Understanding of national and local agendas for sustainable economic growth.	A/I
Experience of complex programme management in a similar environment - track record of implementing and delivering economic development programmes and projects or initiatives to a successful conclusion	A/I
Experience of working with and advising stakeholders, external agencies, regional partners and funders and formulating economic strategy interventions and initiatives.	A
Practical knowledge and application of business engagement/ communication techniques across a number of platforms	A
Desirable	Method of Assessment *
Experience of developing marketing plans, strategies and policies and managing website information.	A
Track record of establishing and maintaining partnership working that has led to tangible improvements and effective service delivery	A/I



RUTLAND COUNTY COUNCIL

Understanding or experience of delivering government grant funded programmes or projects and sourcing, commissioning, procuring or managing third parties.	A/I
Experience or understanding of working within a political environment.	A/I
Experience in Climate Change/Sustainability strategy development and /or delivery of projects.	A

SKILLS

Essential	Method of Assessment *
Able to understand and manage complex financial and budget information	A
Able to develop a performance based culture in continuous improvement is a key feature	A
Personal and professional credibility and a high level of integrity	A/I
High level of reporting writing skills including development of business cases and policy	A
High level oral skills including delivery of formal presentations in public settings, senior officers and elected Members, in order to influence, persuade and negotiate.	A/I/T
Able to engage with a wide range of people and partners, creating positive relationships with all	A/I/T
Able to conduct research and analysis, develop business cases and provide business intelligence with minimum supervision	A/I
Strong IT skills, including an ability to effectively use social media platforms.	A

EQUALITY AND DIVERSITY

Essential	Method of Assessment *
Able to recognise discrimination and be proactive in ensuring the Council's policy is put into practice.	A



RUTLAND COUNTY COUNCIL

OTHER

Essential	Method of Assessment *
Occasional out of hours working to fulfil commitments	A
Highly motivated and robust under pressure. Able to bring energy, vitality and challenge to the team.	A/I
Mobile and able to work from various locations.	A/D

* A = Application Form D = Documentary evidence I = Interview T = Test

NOTE: These requirements must be reviewed each time this post becomes vacant. The reviewing manager must sign below. If changed, please submit both the original job description and amended job description to the Human Resources Department.

DATE	CHANGE - YES/NO	PREPARED BY (Name & Position Title)
June 2023	Yes	Ingrid Hooley Head of Sustainable Economy and Place