

RUGBY BOROUGH COUNCIL

JOB PROFILE

Post No.	
Post Title:	Economic Strategy Officer
Unit/Team:	Economic Development Team
Grade:	Grade F
Service:	Growth & Investment
Reports to:	Economic Development Manager
Issue Date:	January 2026

PURPOSE OF THE JOB

To lead on the development, implementation and monitoring of the Council's Economic Strategy Action Plan, translating the adopted Economic Strategy into a clear and deliverable programme of activity.

The postholder will be responsible for establishing a robust three-year action plan, including defined actions, milestones, ownership, outputs and outcomes. The postholder will put in place the governance, performance management and reporting processes required to monitor delivery and impact of the plan.

The role will work collaboratively across Council services, with Members, businesses and external partners to ensure economic priorities are delivered effectively, aligned to corporate objectives, and responsive to changing economic conditions.

1. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- 1.1 To lead the preparation of a comprehensive Economic Action Plan, arising from the Council's Economic Strategy, covering a rolling three-year period.
- 1.2 To translate strategic economic priorities into clear, costed and deliverable actions, identifying lead responsibilities, delivery partners, milestones, outputs and outcomes.
- 1.3 To design and implement appropriate governance and programme management arrangements to oversee delivery of the Economic Action Plan.
- 1.4 To support the development of the Green Economy including Green Industries and Green Skills within the Borough.

- 1.5 To establish and maintain performance management frameworks, including KPIs, monitoring tools and reporting mechanisms, to track progress, outputs and longer-term economic outcomes.
- 1.6 To prepare regular monitoring and evaluation reports for officers, Corporate Management Team, Members and other stakeholders, setting out progress, risks, issues and impact.
- 1.7 To coordinate input from relevant Council services and external partners to ensure joined-up delivery of the Economic Action Plan.
- 1.8 To maintain an up-to-date evidence base on the local economy, including analysis of economic data, trends and intelligence, to inform decision-making and future policy development.
- 1.9 To support the identification, development and coordination of funding opportunities to support delivery of economic priorities and action plan activity.
- 1.10 To support engagement with businesses, partners and stakeholders in the development and delivery of economic initiatives arising from the Action Plan.
- 1.11 To produce briefings, reports and presentations for officers, Members and external audiences on economic strategy, delivery progress and outcomes.
- 1.12 To attend Council committees, working groups and partnership meetings as required.
- 1.13 To maintain awareness of local, regional and national economic policy developments and their implications for the Borough.

2. OTHER DUTIES AND RESPONSIBILITIES

- 2.1 Support wider work of the Economic Development Team where required, ensuring alignment with strategic priorities.
- 2.2 Work collaboratively with other Council services to ensure consistency of approach on economic growth, regeneration, investment and skills.
- 2.3 Maintain accurate records and programme documentation relating to action plan delivery and performance.
- 2.4 Undertake any other reasonable duties as requested by your manager, commensurate with the nature of the post.

3. SUPERVISORY RESPONSIBILITIES

- 3.1 None

4. FINANCIAL RESPONSIBILITIES

- 4.1. Responsible for monitoring budgets and funding allocations associated with Economic Action Plan activity, where required.

5. RESPONSIBILITY FOR ASSETS AND DATA

- 5.1 Responsible for all data and equipment used to perform the duties of the role.

6. EXTENT OF PUBLIC CONTACT

- 6.1 Regular contact with internal colleagues, Members, businesses, delivery partners and stakeholders through meetings, workshops, presentations, email and telephone.

7. WORKING CONDITIONS AND ENVIRONMENT

- 7.1 Agile working and the need to visit sites and attend meetings at external venues including locations outside the Borough. This may include occasional out of hours, and evening working and could involve lone worker situations.

8. CORPORATE RESPONSIBILITIES

- 8.1 All staff have to act within the Council's rules and follow all reasonable management requirements. These are contained within: the Council's Standing Orders, Employment Policies, Constitution and Code of Conduct for Employees. Other documents may be introduced at times setting out rules of the Council. These will cover responsibilities and requirements for the following:

- Financial Accounting
- Equality and Diversity
- Health and Safety
- Risk Management
- Anti- Fraud
- Data Quality and Data Protection
- Business Continuity
- Major Emergency Plan
- Procurement and Contract Management
- Safeguarding of Children and Vulnerable Adults

- 8.2 Copies of the relevant rules and policy are available on the staff intranet or from your manager

- 8.3 In addition, all employees are expected to behave in line with our Values and Behaviours and challenge other employees whose behaviour is against our values.

9. KNOWLEDGE, SKILLS, EXPERIENCE AND QUALIFICATIONS

9.1 Refer to Person Specification attached.

Signed as agreed:

Postholder:

Date:

PERSON SPECIFICATION



Post: Economic Strategy Officer

For effective performance of the duties of the post the postholder will be able to demonstrate that they have the skills and/or knowledge detailed in 'Essential Criteria'.

Criteria	Essential/ Desirable	Method of Assessment
At least 3 years previous experience of working in Economic Development or a related field	E	A/I
Degree-level qualification or equivalent relevant experience in economic development, policy, regeneration or related field	E	A/D
Excellent report writing and analytical skills	E	A
Demonstrable experience of developing strategies, action plans or programmes	E	A/I
Experience of programme or project management	E	A/I
Ability to design and operate performance management and monitoring frameworks	E	A/I
Strong data analysis and evidence-based decision-making skills	E	A/I
Excellent communication and presentation skills	E	I
Ability to work on own initiative and manage competing priorities	E	A/I
Strong partnership and stakeholder management skills	E	A/I
Competence with Microsoft Office and performance/data tools	E	A
Understanding of local government context and political environment	D	A/I
Knowledge of economic development funding streams and appraisal	D	A/I
Membership of, or eligibility for, a relevant professional body (e.g. IED)	D	A

Application	A
Interview	I
Test (written, presentation, practical – eg word processing)	T
References	R
Documentary – eg certificates	D