



Economic Development Officer

Job Description and Person Specification

Directorate:	Transformation & Change	Service:	Economic Development
Responsible to:	Economic Development Manager	Responsible for:	NA
Grade:	8		
Location:	Civic Centre, Poulton-le-Fylde		

Job Purpose:

Developing and delivering projects and initiatives aimed at improving the economic prosperity of Wyre and particularly of its town centres.

Representing the council on external business and economic bodies and organisations. With particular responsibility for; promoting and supporting economic growth in Wyre, working with partners to develop and deliver economic development projects.

Supporting the strategic masterplan development of the Hillhouse Technology Enterprise Zone (EZ) in liaison with the owners of the EZ. Promoting the EZ, commissioning studies, developing projects and investment opportunities..

Supporting the work of the Blackpool, Fylde and Wyre Economic Prosperity Board.

Liaising with Blackpool and Fylde Council teams to explore opportunities for collaboration on economic development projects across the Fylde Coast.

Key Tasks & Responsibilities:

Supporting and promoting the development of the EZ including producing and presenting a quarterly monitoring report to the Blackpool, Fylde and Wyre Economic Prosperity Board.

Provide support for the organisation and reporting in accordance with EZ governance requirements.

Liaise with Blackpool and Fylde Council teams to identify potential joint economic development projects across the Fylde Coast.

Be the main contact within the organisation for land/property searches from investors and via the Department of Trade including preparing proposals for location at the EZ.

Manage an enquiries database and support uploading of business and property information to Evolutive CRM.

Promotional and marketing activity including supporting the Visitor Economy Team and attendance at exhibitions and trade fairs.

Assist in the development, implementation, monitoring and review of the council's Economic Development and Visitor Economy Strategy and support the implementation and delivery of funded projects.

Develop, implement and monitor economic development projects with key stakeholders to support the long-term sustainability of the local economy, with a particular involvement with the Town Centre Improvement Programme.

Administrative support for Town Centre Partnership Boards.

Lead on the procurement and management of projects, usually managing several all at the same time and at different project life-cycle stage.

Be accountable for the project budgets and other resources, including – leading procurement, monitoring and controlling expenditure, and preparing and submitting applications and claims to relevant funders.

Be proactive and identify external funding opportunities that will help deliver Council Plan commitments and work with council officers to submit high quality funding applications.

Collate economic data on occupiers, investment and employment.

Undertake economic and company research to support investment in Wyre and inform policy and strategy development and the decision-making processes within the Council/.

Support the Economic Prosperity Board and prepare papers as required.

To undertake any other duties of a professional or managerial nature as may be required which are appropriate to the duties and grading of the post.

Corporate Responsibilities:

The postholder will be expected:-

- To adopt a flexible approach to changing patterns of work and undertake such other duties as are consistent with the job purpose and grade of post.
- To promote best practice in meeting the requirements of Health and Safety legislation and Council policy, and comply with other relevant statutory legislation.
- To carry out duties in accordance with the Council's policy on equality and diversity.
- To accept that everyone has a right to their distinct identity, treating everyone with dignity and respect and ensuring that what our customers tell us is valued by reporting it back into the organisation.
- To provide quality services that are what our customers want and need, giving customers the opportunity to comment or complain if they need to, working with them to

identify what needs to be done to meet their needs and informing managers about what customers say in relation to the services delivered.

- To develop oneself and others making every effort to access development opportunities and contribute effectively by participating in the Council's performance management scheme.
- To be responsible for Data Quality.
- To demonstrate a high standard of probity in the use of council resources and where a nominated budget holder manage spending within available resources.
- To support the delivery of the Council's Climate Change Strategy and Action Plans to achieve net zero in 2050.

QUALIFICATIONS	ESSENTIAL/ DESIRABLE	ASSESSMENT METHOD
Degree or equivalent in regeneration / economic development or related field	Desirable	Application/Interview
Evidence of continuing professional development	Desirable	Application/Interview

SKILLS	ESSENTIAL/ DESIRABLE	ASSESSMENT METHOD
Good knowledge and understanding of economic development policy and principles	Essential	Application/Interview
Good contract management skills, including budget monitoring and leading on procurement processes	Desirable	Application/Interview
Good knowledge of ICT	Desirable	Application/Interview
Good knowledge of how regeneration opportunities can benefit local communities and marketing in an economic development context	Desirable	Application/Interview
Working knowledge of inward investment, business and skills funding agencies/networks	Desirable	Application/Interview
A good understanding of external funding opportunities	Essential	Application/Interview
Excellent commercial awareness	Essential	Application/Interview
Ability to work effectively as a member of a team	Essential	Application/Interview

Ability to work with minimal supervision and on own initiative, managing heavy workloads, prioritising tasks, and achieving deadlines	Essential	Application/Interview
Good communication skills (written and oral) including the ability to produce and present reports and briefings to Council Members, senior management, other agencies or organisations	Essential	Application/Interview
Ability to develop and maintain effective relationships with consultants, partners, stakeholders, members and officers	Essential	Application/Interview
Excellent analytical skills, ability to translate complex information into simple terms	Essential	Application/Interview
Good IT skills including the use of word, excel, databases and PowerPoint	Essential	Application/Interview

EXPERIENCE	ESSENTIAL/ DESIRABLE	ASSESSMENT METHOD
Experience in managing and progressing investor / occupier enquiries	Essential	Application/Interview
Experience of developing relationships with other Council teams, businesses and partners, showing a proactive approach to collaborative working	Essential	Application/Interview
Experience in economic and company research to support investment and inform policies and strategies	Essential	Application/Interview
Experience of working on economic development projects including initiating, planning, managing and monitoring local initiatives	Desirable	Application/Interview
Experience of preparing funding bids including writing accurately, timely and persuasive bids and of project managing delivery of successful grant funded schemes	Desirable	Application/Interview
Experience of procuring and working with consultants and managing contracts	Desirable	Application/Interview

ADDITIONAL REQUIREMENTS	ESSENTIAL/ DESIRABLE	ASSESSMENT METHOD
Be flexible and willing to work outside normal working hours	Essential	Application/Interview
Access to a car (if driving then must have a current valid driving licence and appropriate insurance)	Essential	Application/Interview
Demonstrate commitment to equal opportunities together with a clear appreciation of equalities issues	Essential	Application/Interview
Regular and Reliable Service	Essential	Application/Interview
Demonstrate behaviours that support our values	Essential	Application/Interview

**Our Values are key to delivering our vision, plans and strategies.
All Behaviours listed are essential to the post.**

			
Professional	Innovative	Collaborative	Customer focused
In being professional we...	In being innovative we...	In being collaborative we...	In being customer focused we...
<ul style="list-style-type: none"> • Have pride in how we represent the council • Treat people with respect and consideration • Are conscientious and carry out our work to a high standard • Carry out our work activities in an honest and ethical manner 	<ul style="list-style-type: none"> • Proactively embrace change and learn from our mistakes • Challenge and constructively question existing processes • Make best use of our resources to provide excellent services • Encourage creative thinking with colleagues and peers 	<ul style="list-style-type: none"> • Communicate effectively with colleagues and stakeholders • Develop productive relationships and achieve the best results • Recognise and embrace the knowledge and skills of others. • Embrace the concept of one team one council and all work together 	<ul style="list-style-type: none"> • Strive to provide excellent services • Understand our customers' needs and consider things from their perspective • Effectively communicate and manage expectations • Actively seek ways to maximise customer satisfaction

Special Conditions:

(e.g. Weekend work, shift allowance, car/mileage allowance)

- The council operates a strict non-smoking policy.
- Casual car user allowance. Casual Car User's will be paid at the middle band. You will be required to provide your own means of transport.
- The postholder may be required to work outside the Council's normal working day for which time off in lieu will be granted in accordance with the provisions of the National Scheme of Conditions of Service.

Prepared by:

Date:

Post Holder Signature:

Date: