
Post Title: Principal Economic Development Officer

Grade: PO3-6

Responsible to: Head of Economic Growth

Responsible for: Staff in Economic Development Team x2

Main contact associated with principal duties:

- Economic Development and staff of other Councils.
 - Managers of local companies, Investors, Town Centre Traders and Vision Board members
 - Internal & external funding providers
 - Councillors
 - Lancashire Local Authority Officers and Growth Lancashire
 - Regional organisations e.g. Lancashire County Council and Marketing Lancashire.
 - Government Departments, such as MHCLG, DWP, Job Centre Plus, Police, NHS
 - Local training and skills organisations
 - Local community social and voluntary groups
 - Local Media
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Job Purpose:

To promote and support the development of all matters relating to the economic development of the Borough and Lancashire including developing bids for funding, developing and implementing economic development strategies, liaising and engaging with outside bodies and helping to develop the economy of the Borough.

Control of Resources:

Responsible for the management of budgets and monitoring project expenditure and income. In relation to:

- Internally and externally funded economic development initiatives.
 - Capital building & refurbishment schemes
 - Staff resources and materials
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Main duties and responsibilities:

1. To take the lead in generating and delivering economic development projects including grant funding programmes, investment and property development projects.
2. To lead on the work of the Economic Development Team and the development of economic development projects and policies.
3. To undertake research and analysis into economic issues including employment, unemployment, company development and property availability.

4. To represent the Council where appropriate at economic development meetings and events and to deputise for the Senior Regeneration Officer and Head of Economic Growth in their absence.
5. To produce reports on activity and progress for a variety of audiences including Council Committees and partner organisations.
6. To work with the Pendle Vision Board and include them in the development of economic development policies and initiatives in the Borough.
7. Day to day management of new and established business support programmes, ensuring that financial and legal procedures are complied with and continually updated and improved, completing project appraisals and evaluations.
8. To build and maintain successful and productive relationships with local forums, traders and community organisations.
9. To be responsible for the management and development of staff associated with this post.

General

10. To act in accordance with Council policies and procedures at all times.
11. To work with due regard to health and safety to meet statutory requirements. This includes conducting risk assessments and health & safety management for the Team to ensure that all reasonable steps are taken to protect health, safety and welfare of you and all other employees and visitors.
12. To be aware of your responsibilities under equalities legislation together with the objectives and targets required in the Equalities Action Plan, and to ensure delivery of these objectives within the timescales specified.
13. To undertake any other duties commensurate to the grade and falling within the scope of the post as requested by the Head of Economic Growth

Date: October 2024

Selection Criteria	Essential or Desirable	Assessment Method
Qualifications		
1. Qualified to degree level or equivalent in relevant discipline.	Essential	Application Certification
2. Management supervision qualification.	Desirable	Application Certification
Knowledge, skills, abilities and experience		
3. At least three years' experience of successful work in economic development including project delivery.	Essential	Application Interview Presentation
4. Good organisational and administrative skills and the ability to think strategically and deliver projects.	Essential	Application Interview
5. Experience of managing a variety of financial resources and budgets.	Essential	Application Interview
6. Experience of working with and developing relationships with a diverse range of organisations and cultures	Essential	Application Interview
7. Excellent communication skills including the ability to write quality reports, make effective use of social media, make presentations and promote projects to audiences of different sizes and levels of prior knowledge	Essential	Application Presentation Interview
8. Full current driving license and use of a vehicle for business use.	Essential	Application Interview
9. Recent experience of bidding for external funding	Desirable	Application Interview
10. Experience of managing staff.	Desirable	Application Interview
Special Requirements		
11. Commitment to equality of opportunity in service delivery.	Essential	Application Interview
12. To be available for meetings outside usual office hours, to attend events at weekends, bank holidays.	Essential	Application Interview
As the post involves driving a vehicle, the post is subject to pre-employment and probationary drug and alcohol testing. It will then be part of the ongoing random testing regime for safety critical posts.		