

Role Profile

Job Title	Economic Development Officer		
Team	Economic Development	Grade	10

Overall job purpose:

The Economic Development Officer will be working to support the delivery of economic growth in Arun. The post will facilitate economic growth and regeneration projects including identifying relevant funding opportunities.

The post will require a range of project management, analytical and delivery focussed skills to deliver a positive and tangible impact on the economy of Arun.

Key areas of focus:

1.	To support the delivery of the district's economic development plans and proposals.
2.	To develop, co-ordinate and project manage the delivery of key projects and proposals relevant to the economic development and growth activities of the district.
3.	To work with both project teams and external partners to facilitate and deliver economic development initiatives.
4.	To engage with potential stakeholders to positively influence investment decisions that align with the Council's priorities.
5.	To identify potential funding sources to support projects and make funding bids as required.
6.	To ensure good communication with key stakeholders and partners in connection with local economic development projects.
7.	To attend and represent the Economic Development team as necessary and appropriate at Council meetings and other outside partner or agency meetings.
8.	To contribute to building strong relationships with our local, regional, national and private sector partners to accomplish shared aims and objectives for the future prosperity of Arun.
9.	To support the delivery of the annual Economic Development Work Plan as directed.



10.	To have regard to customer care, including responding to customer enquiries and complaints and carrying out consultation, as appropriate, to gather their views on service needs and projects.
11.	To be aware of, and comply with, current legislation concerning Equal Opportunities, Health and Safety at Work, Data Protection and Freedom of Information. To be aware of, and comply with, the Council's policies and procedures as set out in the Constitution, Standing Orders and Code of Conduct for Officers.
12.	To undertake such other duties which fall within the range and capabilities of the post holder. This may include participation in Election Duties or Emergency Planning duties as requested by the Chief Executive or Corporate Management Team.

Role Requirements

The following outlines the criteria for this post. Applicants will be shortlisted and interviewed to assess if they meet the criteria for the role.

Criteria	Essential	Desirable
Professional Qualifications		
GCSE or equivalent – English and Maths.	X	
Relevant degree level qualification		X
Project management qualification such as PRINCE 2 or equivalent		X
Web site and social media qualification or relevant experience		X
Experience		
A proven track record of effectively project managing and successfully delivering projects.	X	
Demonstrable evidence of working effectively with a wide range of internal and external bodies, successfully influencing partners and ensuring good relationship management.	X	
Prioritising and managing multiple activities and work simultaneously.	X	



Understanding of Local Government		X
Budget management		X
Knowledge		
Commercially minded with knowledge of local, regional and national economic and skills issues.	X	
A proven track record and understanding of delivering economic growth	X	
Existing knowledge of the local and/or regional economy within the Arun district		X
Behaviours		
Accountability: Acknowledges mistakes with patience and understanding and offers support to rectify the situation, putting in place measures to prevent future errors.	X	
Innovative: Uses initiative, contributes to and implements new progressive processes or projects that will improve service delivery.	X	
Consistency: Maintains standards, behaviours and fair decision making at work, correlating actions to opinions.	X	
Competencies		
Collaborative Working: Pulls the team together, can work in collaboration internally/externally to achieve an end result.	X	
Communication (written/oral): Able to communicate (sometimes contentious matters) clearly, appropriately and respectfully at all levels.	X	
Critical Thinking; Able to consider different perspectives, and Council needs and procedures in balance when making decisions and solving problems.	X	
Industry knowledge; Actively seeks out best practice and CPD to understand current issues related to the department, sector and profession to make informed decisions.	X	
Initiative; Is resourceful and able to work and make decisions with limited supervision.	X	
Organisational skills; Understands work of the wider team and feeds into supporting this	X	



alongside own work, making the best use of available resources.		
Problem solving; Able to identify internal/external issues and implement solutions to support objectives.	X	
	Yes	No
Does this role require a Basic/Enhanced DBS check?		X
Is this a Political restricted post?		X
Does this role require any out of hours/ weekend/ evening/ rota work?	X limited amount	
Does this role require a driver's license and access to a vehicle?		X
Does this role attract an essential car user allowance?		X
Does this role attract a market supplement?		X
Does this role require a uniform?		X

