



## **JOB DESCRIPTION**

**POST: Economy Projects Officer – Town Centres**

**DEPARTMENT: Economic Development & Regeneration**

**REPORTING TO: Town Centre Vision Coordinator**

**RESPONSIBLE FOR: No direct reporting staff**

**Grade: 5**

## **INTRODUCTION:**

The Economy Projects Officer is a new role, which is intended to support the emerging Economic Recovery priorities of the Council. The role will report to the Town Centre Vision Coordinator and will deliver a range of projects within the Economy and Regeneration Service. The role will also be outward facing, working with a range of stakeholders and businesses to deliver key projects across both the Councils.

All team members will be expected to demonstrate their commitment to the values and organisational behaviours.

Individuals will be expected to take responsibility for their own continuous development, engaging in a range of activity including horizon scanning, networking, training and updating in a variety of forms/formats.

## **MAIN JOB PURPOSE:**

- a) To deliver the joint Authorities growth agenda as set out in the published Babergh and Mid Suffolk Economic Recovery Strategy through supporting and maximising the economic potential of the districts.
- b) Work with a range of key partners and stakeholders to ensure projects are delivering against identified business need.
- c) To generate sustainable and inclusive economic growth in the districts which support the growth of the regional economy – measurable through GVA (gross value added), productivity, jobs, number of businesses, tourism volume and value and median wages.
- d) Delivering, in collaboration with others, the Councils' objectives and key priority projects for sustainable communities and the districts key economic centres.

- e) To pro-actively seek opportunities to support the economy of Babergh and Mid Suffolk through signposting all available support, including external funding and growth support opportunities.
- f) Provide specialist support, advice and information to businesses, residents and other key stakeholders

#### **DUTIES AND RESPONSIBILITIES:**

- a) The role is primarily project based focusing on and facilitating sustainable economic growth (including visitor economy) and delivering specific and set strategic objectives/projects. Also planning and delivering the key milestones which meet desired outcomes within any financial or other resource constraints.
- b) Act as project lead for delivery of projects, developing and co-ordinating work of others and being responsible for outcomes of others including external and internal parties and without direct line management responsibility. This will regularly include some high-level representation of the Councils at external and hosted meetings.
- c) Manage and be accountable for specific project budgets. Using initiative and negotiation, including with partners and through sourcing external resources, to deliver cost-effective project outcomes.
- d) Participate in project teams led by others where those relate to the Councils objectives.
- e) Research, interpret and provide evidence in support of initiatives, inquiries and facilitate public consultations for key employment sites, district centres and destinations.
- f) Where required by the Councils, to commission development briefs and site-specific reports for key employment sites and lead process to formal adoption.
- g) Engage with the business community and support organisations, collate intelligence and design projects which support businesses with potential for sustainable growth.
- h) Participate in countywide and regional initiatives which contribute to the economic growth, of the districts.
- i) Manage the Council's business support measures for SME's including signposting measures provided by others. Managing key client relationships including with larger businesses and employers, and external partner agencies.
- j) Run business and sectoral networking events and consultations, ensuring value adding/impactful events and avoiding duplication or running events where the Councils are not best placed to lead.
- k) Oversee with colleagues the Council's webpages for the Economic Development & Regeneration Service– ensuring effective, concise and relevant content.
- l) Support the Corporate Manager in delivery of Economic Development Strategy.

- m) Participate as required in corporate initiatives and consultations such as Neighbourhood Plans and skills development.
- n) Work with the Vision Boards and Steering Groups on initiatives which improve the viability and vibrancy of market towns and key destinations.
- o) Provide advice, including through consultation responses, on planning applications where appropriate.
- p) May be required to take on lead role in specialist area within economy team such as town centre project development.

### Key Relationships:

Working across both district councils:

- a) Accountable to the Town Centre Vision Coordinator
- b) Members from both councils
- c) Partners and stakeholders including New Anglia Local Enterprise Partnership and local Chambers and Business Associations
- d) Professional and regulatory bodies
- e) Professional/ job related networks at local and regional levels
- f) Communities, directly or through teams, projects etc

This post will be required to work corporately and collaboratively within its own service and across all other service areas in order to achieve the specific deliverables but will have particular key relationships with the local business community, partners and funders, other local authorities and the New Anglia Local Enterprise Partnership.

### Additional information

- a) Does this job require a DBS check? No
- b) This job will participate in planning for emergencies in terms of response to or maintaining business continuity during an emergency. The jobholder will participate in training, exercises, response, recovery or other activities to support the councils' statutory duties in relation to emergencies under the Civil Contingencies Act (2004). It is expected that when requested to do so the jobholder will temporarily but immediately cease their normal role to support the emergency planning or response activity. Yes/No
- c) The post is designated as being politically restricted in accordance with the term of the Local Government Housing Act 1989 and subsequent amendments. The effect of this is to prevent the postholder from having any active political role either in or outside the workplace, and automatically disqualifying them from standing for or holding elected office. Yes/No

*This is not a comprehensive definition of the post. Postholders are expected to undertake any work that comes with the remit of the post's main objective. This job description will be kept under review and may be changed at any time subject to consultation with the postholder.*

### PERSON SPECIFICATION

**The Person Specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively.**

<b>REQUIREMENTS</b> The postholder must be able to demonstrate:	<b>MEASURED BY:</b> A Application form I Interview T/P Test/Presentation
<b>EDUCATION/TRAINING</b> <i>(Academic, vocational/professional and other training)</i>	
Relevant Qualification at NVQ4/degree plus extended relevant post qualification experience in specialist area, or equivalent knowledge gained from experience	A/I
<b>KNOWLEDGE &amp; EXPERIENCE</b> <i>(e.g. report writing, office experience, Microsoft office)</i>	
Experience of project and programme management processes. Experience of working with businesses of all sizes Experience in a local government organisation desirable Ability to work with a wide range of partners, consultants and key stakeholders Evidence of working with funders and securing funding for projects Budget management Experience of managing risk	A/I A/I A/I A/I A/I A/I
<b>SKILLS/ATTRIBUTES</b> <i>(e.g. communication, interpersonal, decision-making, problem-solving, team player, reliable)</i>	
Delivery focused skills – ability to meet timescales, meet tight budgets Ability to take a lead on projects Good communication skills Good negotiations skills Ability to work alongside partners Ability to work on own initiative and act independently to deliver council outcomes Ability to understand and adhere to confidentiality as required in certain circumstances	A/I A/I A/I A/I A/I A/I
<b>BEHAVIOURS</b> Behaviours will be tested at interview against the Council’s values (further detail below)	
Empowering, valuing and developing our people	A/I
Valuing our customers	A/I
Being open and honest	A/I
Taking ownership	A/I
Being ambitious	A/I
<b>EQUALITY AND DIVERSITY</b>	
Considers and shows respect for the opinions, circumstances and feelings of colleagues and members of the public, no matter what their position, background, circumstances, status, appearance and whether they are one of the protected characteristics covered by the Equality Act 2010 (Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex or Sexual	A/I

Orientation).



**OUR CUSTOMERS**

**BEING AMBITIOUS**

**TAKING OWNERSHIP**

**BEING OPEN and HONEST**

**OUR PEOPLE**



We empower, value and develop our people to work together as one dynamic and efficient team.

We care about delivering high quality, customer-focused outcomes with our communities and partners.

We are open, transparent and truthful.

We take pride in our work and take responsibility for our actions.

We are ambitious, inspiring our communities, taking pride in our places and striving for excellence.