

## **JOB DESCRIPTION**

<b>Directorate:</b>	Chief Executives
<b>Division:</b>	Planning and Economic Development
<b>Post No &amp; Job Title:</b>	Economic Development Officer
<b>Grade:</b>	7
<b>Responsible to:</b>	Regeneration Project Manager
<b>Responsible for:</b>	No responsibility for employees
<b>Main purpose of the job:</b>	To generate economic development within the Borough of Broxtowe. Helping the Borough grow as a destination to live and work, run a business, invest in, develop skills or visit for tourism and leisure purposes.

With particular reference to the development of and support for inward investment, enterprise and business support, promotion, marketing and Town Centre Management. Specifically, to help the Regeneration Project Manager deliver the £21.3 Million Town Deal Programme in Stapleford, (including a £1m Grant fund); Support the Borough Council in bidding for further funding through suitable competitive grant schemes and generate new support initiatives in line with the Division's Business Plan and Strategy.

### **Main Duties and Responsibilities:**

1. To deputise for the Regeneration Project Manager in relation to the completion of tasks, projects and attendance at meetings as required.
2. To field and support enquiries from businesses and property professionals, signposting them to the most appropriate sources of assistance.
3. Work to improve the borough's activities in the economic regeneration field, with a specific focus on the themes of the Economic Development Strategy, levelling up and Towns fund agendas.
4. Play an active role in implementing the themes and initiatives within the Council's Regeneration Strategy to promote the economic, social and environmental well-being of the Borough, including the review, monitoring and the preparation of annual reports in line with agreed targets.
5. Maintain awareness of external influences upon the economic, social and environmental well-being of the Borough. Investigate and, where appropriate, bid

for external funding opportunities and initiatives to ensure the Council is best placed to maximise such opportunities.

6. Develop contacts, resources, information databases and intelligence; promote partnerships with a wide range of organisations, especially in the property sector and those with a specific focus on economic, social, and inter-authority working groups and represent the Council on partnerships as appropriate at county and regional level.
7. As and when required, represent the Council at meetings with external organisations and be available to advise the Council, elected Council Members, Committees and Sub-committees where necessary.
8. Implement key economic development and regeneration based projects policies and procedures and help ensure other departments across the Council are aware of and where appropriate input to these initiatives
9. Day to day project management activity including the capital and revenue budgets with a particular focus on business support, town centre improvement, skills initiatives, tourism, place marketing and grant schemes.
10. Assess forward planning requirements and develop appropriate policies to meet corporate aims and objectives.
11. Assist in developing, coordinating and ensuring a corporate approach to economic development and regeneration is developed and maintained to maximise the Council's contribution to the economic well-being of the borough.
12. Ensure work is produced of an appropriate and consistent quality through the development of and compliance with appropriate financial, corporate and legal systems and procedures.
13. Undertake publicity for the economic development service, including the preparation of marketing materials including digital and electronic media, leaflets, newsletters and maintenance of the economic development related pages on the Council's web site.
14. Ensure that the work of Broxtowe Local Strategic Partnership continues to be successfully implemented and partnership activity develops in line with changing local and national requirements.

#### **DESIGNATED CAR USER**

A designated car user status has been attached to this post.

#### **SPECIAL CONDITIONS**

Duties may include attendance at evening meetings and/or work outside normal office hours.

#### **NOTE**

The above job description sets out the main responsibilities of the Economic Development Officer but should not be regarded as an exhaustive list of the duties that may be required of the post holder. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the post holder during the Personal Development Review Process.