

BROXTOWE BOROUGH COUNCIL

JOB DESCRIPTION

Directorate	Chief Executives
Division	Planning and Economic Development
Post No & Job Title:	Senior Economic Development Officer
Grade:	7
Responsible to:	Regeneration Project Manager
Responsible for:	No responsibility for employees
Main purpose of the job:	<p>To ensure economic development within the Borough by working with partners to actively place market Broxtowe as a destination to live and work, encourage additional development opportunities and bid for further funding through suitable revenue streams.</p> <p>To extend and improve the range of Economic Development activities undertaken by the Borough Council with particular reference to development and inward investment, enterprise and business support, promotion, marketing and Town Centre Management.</p>

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. 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.
3. 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.
4. 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.
5. Develop contacts and promote partnerships with a wide range of organisations, 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.

6. As and when required, represent the Council at meetings with external organisations and be available to advise the Council, Committees, Sub-committees and Members where necessary.
7. 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
8. Day to day management of the capital and revenue budgets with a particular focus on business support, town centre improvement and grant schemes.
9. Assess forward planning requirements and develop appropriate policies to meet corporate aims and objectives.
10. 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.
11. 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.
12. Undertake publicity for the economic development service, including the preparation of leaflets, newsletters and maintenance of the economic development related pages on the Council's web site.
13. Ensure that the work of Broxtowe Local Strategic Partnership continues to be implemented and partnership activity develops in line with changing local and national requirements.
14. Prepare and develop appropriate policies and initiatives under the Council's Community Strategy to promote the economic, social and environmental well being of the borough, including the review, monitoring and the preparation of annual action plans in line with agreed partnership strategies.
15. Prepare reports on issues relating to the Economic Development Section often involving complex issues and conflicting council priorities.
16. Oversee and develop business consultation mechanisms, actively consult and engage with businesses across the borough and produce detailed reports.
17. Support, promote and comply with the Council's Equal Opportunities and Diversity Policies.
18. Develop, manage and explore the possibility of grants for businesses across the Borough in line with relevant provisions.
19. Undertake effective internal liaison with other Council departments and elected members to achieve agreed targets.
20. Prepare funding bid submissions for projects under local, regional and national funding schemes, and financially manage any successful bids where appropriate in liaison with the Regeneration Project Manager.

21. Assist Town and Parish Councils or Neighbourhood Forums with the economic development aspects of their Neighbourhood Plans.
22. Assist in the preparation of commercial or business orientated master plans for each Town, work closely with Town Councils to both suggest and bring forward town improvements which complement the Economic Regeneration Strategy and work closely with Senior Management in coordinating and implementing promotional activity that provides income.
23. Undertake any other relevant tasks within the scope of the grade of the post as may be assigned by the Regeneration Project Manager, Economic Development Manager or Head of Service.

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 Senior 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.