

BROXTOWE BOROUGH COUNCIL

JOB DESCRIPTION

Directorate	Chief Executives
Division	Planning, Economic Development & Regeneration
Post No & Job Title:	Economic Development & Business Growth Officer
Grade:	8
Responsible to:	Contracts and Town Initiatives Manager
Responsible for:	N/A
Main purpose of Job	<p>To generate economic growth by promoting business support and town centre development initiatives 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.</p> <p>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 shape the identity of the Broxtowe Local Enterprise Agency and how businesses and the Council can work jointly to secure growth and prosperity; Support the Borough Council in bidding for further funding through suitable competitive grant schemes and effectively manage existing funding; generate new support initiatives in line with the Economic Development Strategy.</p>

Main Duties and Responsibilities:

1. To deputise for the Contracts and Town Initiatives 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 10 Point plan in the Economic Development & Regeneration Strategy. Activities will 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 and KPI's.

4. To work towards the development of a Broxtowe Local Enterprise Agency to consolidate the investments achieved through the regeneration portfolio and work in partnership with larger and influential firms in the Borough. Ensuring the Borough has a comprehensive business start-up offer will be especially important.
5. Day to day project management and project development activity including both capital and revenue budgets with a particular focus on business support, town centre initiatives, tourism, place marketing and grant schemes.
6. To manage the area promotion activity for visitors and prospective inward investment, providing investor support where required.
7. To work with partners, delivering business support activities on behalf of the Borough Council and ensure their deployment is effective and well-integrated with the work of the Team.
8. To undertake and support projects which are included in the UKSPF Investment Plans and other regeneration programmes or core Broxtowe budgets, including supporting other teams across the Councils with project management and delivery ensuring compliance with UKSPF and other programme criteria with the delivery of the required outputs and outcomes
9. To manage the High Street Rental Auctions Early Adopters Process and outcomes in the priority towns of Stapleford and Eastwood and to ensure any opportunities to bring long term empty properties are maximised.
10. To support the management of any grant funding provided under the UKSPF, HSRA and or any successor funding, supporting applicants through the process and administering payments, helping prepare claims and perform any relevant checks.
11. To identify areas for joint working and commissioning of funded projects to ensure value for money for this Council and its prospective partners. Including cultivating strong relationships with funders such as EMCCA and neighbouring authorities.
12. 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.
13. 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 and panels where necessary. This will occasionally require working outside normal office hours.
14. 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.

15. Deal with relevant complaints, Freedom of Information requests, raise invoices and purchase orders and carry out any other similar service-related administrative duties at the request of the Managers or Head of Service.
Seeking always to 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.
16. 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.
17. To provide guidance and mentoring and line management to the Team Apprentice.
18. To undertake any other duties as directed by the Head of Service which are commensurate with the grade.

CAR USER

This post carries a designated car user status.

SPECIAL CONDITIONS

Duties will include work outside normal office hours.

RESTRICTIONS

This is not a politically restricted post.

This post is subject to exemption with reference to the Rehabilitation of Offenders Act 1974.

NOTE

The above job description sets out the main responsibilities of the post but should not be regarded as an exhaustive list of the duties that may be required. 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.

All employees are expected to maintain a high standard of service delivery and to uphold the Council's policies in accordance with equality and diversity standards, and health and safety standards, and to participate in training activities necessary to their job.

	Name	Signature	Date
Job description written by:			
Job description agreed by			___/___/___