| Job Title:  | Economic Development Manager  |
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| Service Area:  | Customer Services & Transformation  |
| **Band & SCP:** | **Band 8**  |
| Reports to:  | Community Safety and Wellbeing Manager |
| Responsible for:  | Town Centre Coordinator |
| Team: | Community & Wellbeing |
| **Location:**  | **Council Offices**  |

**Agile Working**

This post is a hybrid role which will involve a blend of office and flexible working.

**Main Job Purpose**

To manage the Economic Development Team, to support the delivery of the Economic Development Strategy and action plan and the delivery of Funded by UK Government projects. To work in partnership with providers to ensure that new and existing businesses receive comprehensive and joined up business support.

**Key Responsibilities**

* Responsible for the delivery of the Economic Development functions in accordance with corporate objectives, service delivery plans, performance management systems and approved budgets.
* To manage effective and proactive engagement by communicating and negotiating effectively with colleagues, internal clients, partners and stakeholders, to support businesses and attract inward investment.
* To support, develop and maintain relationships with local businesses, signposting collaborative projects, business support and workplace development.
* To manage the preparation and delivery of economic development strategies, action plans and programmes, including Funded by UK Government. Work with funding providers to ensure that the conditions of allocated funding are delivered, necessary monitoring carried out and returns made.
* To lead and manage the delivery of town centre projects and to oversee the work of the Council’s Town Centre Coordinator.
* Promote the Borough to stakeholders, residents and developers as a place to live, work and invest.
* Successfully manage change within the service and build and maintain enthusiastic and committed teams.
* Promote and maintain a culture which places customers first and aims to deliver a high standard of service.
* To contribute towards the implementation of the Borough’s Local Plan through close working with the Council’s Planning Policy and Planning Control Teams.
* To prepare and present reports at meetings of the Place Shaping and Climate Change Member Working Group, Policy, Finance and Development Committee and Full Council (or other relevant bodies) to engage Councillors in the Economic Development process.

**Line Manager Responsibilities**

* Carry out staff inductions, probationary reviews, 121’s and annual appraisals to promote continuous improvement within the team.
* Raise, approve and receipt goods, supplies and services using the relevant Finance system.
* Support Audit functions by providing support, advice and relevant information to enable internal and external audits to be successfully completed. To ensure audit recommendations are complied with and implemented.
* Preparing and presenting reports to SLT meetings and elected members at the Council’s committee meetings as and when required.
* Responsible for setting and managing the delivery of Service Standards and Key Performance Indicators to deliver the Council’s objectives

**Additional Requirements**

* Carry out additional duties commensurate with the grade for the post as and when required.
* Embrace and promote our Values & Behaviours
* Promote equality, diversity and inclusion in line with our policies and procedures.
* Comply the Data Protection Act 2018, the Computer Misuse Act 1990, the Human Rights Act and the Freedom of Information Act 2000, or any statutory re-enactment thereof at all times.
* To take all necessary steps to ensure that information acquired through their employment or contained within the Council is kept confidential.
* Take responsibility for personal development.
* Work outside of normal working hours on an ad-hoc basis to attend meetings or complete essential tasks.
* Ensure that all Policies and procedures are followed.
* Demonstrate commitment to and support for safeguarding and promoting the welfare of children, young people and vulnerable adults.

Note: This is a description of the job at the point it was developed and it may be necessary to vary duties and responsibilities from time to time. We will periodically review job descriptions to ensure that they relate to how the job is carried out and to incorporate any changes that are required. We will aim to reach an agreement to any reasonable changes with the postholder but if agreement is not possible we reserve the right to insist on changes to the job holder after consultation with the postholder.

