Job Title: Economic Development Manager Date: February 2025

|  | Essential | Desirable |
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| Relevant Knowledge and Experience | Demonstrable experience of working in an economic development or similar environment  Understanding of project management techniques. | Experience of working in Local Government or for a Public Sector employer  Line management experience  Awareness of planning processes in respect to economic regeneration.  Knowledge of funding opportunities including the bidding and application process. |
| Qualifications | A degree or equivalent in a subject related to economic development, planning, assets, surveying or project management or equivalent relevant experience. | Institute of Leadership and Management Level 3/5 or equivalent management training |
| Skills and Abilities | Excellent communication skills including ability to prepare and present reports to members and other stakeholders and to make presentations.  Ability to lead and make recommendations in relation to difficult decisions.  Excellent negotiation skills.  Prepare concise, accurate and timely reports; and to work to strict deadlines.  Able to deal with stakeholders and councillors and members of the public with diplomacy and tact.  Able to manage budgets and complete finance returns.  Able to organise and prioritise work to meet deadlines.  Strong attention to detail.  Effective team worker  Problem solving skills  Flexibility in terms of hours and duties  Ability to remain calm whilst under pressure  Treat all individuals with dignity and respect  Excellent People Management Skills  Able to motivate employees and have difficult conversations | To be able to research information and adapt examples of good practice for the benefit of the authority. |
| Other Requirements | Able to work hours required for the post which includes meetings outside of normal office hours.  To demonstrate and promote the Council’s visions and values.  Full driving licence and access to a vehicle or the ability to travel to locations within and outside the Borough in an efficient and professional manner. | Evidence of ongoing Continuous Professional Development (CPD) |

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