

HARBOROUGH DISTRICT COUNCIL - JOB DESCRIPTION

POST: Economic Development Manager
TEAM: Economic Development Team
GRADE: 9
SERVICE AREA: Community Partnerships
RESPONSIBLE TO: Head of Community Partnerships

VARIATIONS TO STANDARD CONDITIONS OF SERVICE

1. This is a description of the job as it is constituted at the date shown below. It is the practice of this Authority to periodically examine employee's job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with those working directly to them. You will therefore be expected to participate fully in such discussions. It is the Authority's aim to reach agreement to reasonable changes, but if agreement is not possible management reserves the right to insist on changes to your job description after consultation with you.
2. Politically restricted, required to work some evenings and weekends with notice.

DATE ISSUED: October 2024

JOB PURPOSE:

To plan, implement and oversee key activities, projects and work identified in the Economic Development Strategy to encourage economic prosperity and boost sustainable business and economic growth throughout the Harborough district. The post holder will harness and lead on promoting the district's inward investment opportunities through supporting businesses. The post holder will have the necessary skills and experience to ensure the development of economic regeneration initiatives to support businesses and secure the ongoing viability and economic sustainability of the district's towns and villages.

PRINCIPAL RESPONSIBILITIES:

1. To manage key projects on behalf of Harborough District Council. This includes developing all appropriate project and business planning documentation, implementing agreed plans and monitoring key projects (for the organisation and achieve the desired outcomes agreed by CMT for them).
2. To develop the team plan and keep track of associated KPI's to ensure HDC Corporate Objectives are achieved, to monitor the team plan and ensure the required results area achieved at the end of each year. To report against this team plan through the council's online system and monthly portfolio holder meetings.
3. To obtain, interpret and provide information as well as suggest recommendations to Corporate Management Team and members that are relevant to the Economic Development team in a succinct and coherent manner.

4. To lead the development and implementation of economic initiatives and regeneration projects in the Harborough district area in partnership with internal colleagues, partners and external bodies.
5. To be responsible for a budget, and to monitor and manage all financial aspects of the services the post is responsible for.
6. Report to and attend as required meeting of the Council, Cabinet, Scrutiny and committees to ensure timely decision-making processes in compliance with the Council Constitution. Develop and maintain effective working relationships with Elected Members.
7. To play a key role in the employment and workforce skills agenda for the benefit of talent attraction and business growth across the District.
8. To be accountable for seeking external match funding for the Council's Economic Development initiative by ensuring there is the skill within the service to prepare and write robust funding applications and bids.
9. To take forward existing development and business growth plans and lead the development of new delivery plans, working in partnership with other public and private sector organisations.
10. To develop, deliver, and implement the district's Economic Development Strategy and provide reports on outcomes and achievements.
11. To direct the day-to-day operation of the team, motivating, managing and training individual members of staff to realise their potential and perform all other responsibilities associated with management of these positions.
12. To represent HDC at key Economic Development related meetings, partnerships and networks and support the successful implementation of local, regional and national campaigns/initiatives.
13. To represent the Council at external meetings to influence resources and promote inward investment in the district where this makes a positive contribution to local business and prosperity. Keep informed of best practice, relevant legislation, procedure and standards relating to economic development.
14. To work closely with the countywide partnerships and other key partners to identify possible sources of external funding and work with partner agencies and consortia to develop and submit appropriate funding applications for the benefit of the Harborough community.
15. To ensure and develop good working relationships with key employers, Members, partners and stakeholders that benefit the local economy and business community.
16. To work across the council to establish excellent customer service to businesses including face to face, telephony, website and social media. Seek to improve day to day service provision such as digitisation of services and delivering services more effectively.
17. Contract management – the role is expected to write consultancy briefs, follow procurement legislation to recruit consultants and contractors, liaise with the legal team to

draft contracts and ultimately manage and monitor contracts (such as a contract for specialist tourism work) as part of the role.

18. To uphold and display the HDC behaviour competency framework to at least level 2.
19. To ensure compliance with all Council policies and statutory requirements and guidance in relation to Equality and Diversity, Equal Opportunities, Health and Safety, Safeguarding and Communication and involvement policies
20. As a term of employment, the postholder may be required to undertake other such duties as may reasonably be required of you in the post and department (or section) mentioned above or in a comparable post in any of the organisation's other sections or departments at any of the authority's establishments.

21. Health and Safety

- To be familiar with and at all times comply with the Council's general health and safety policy,
 - the Council's specific health & safety policies and procedures as detailed in the Council health and safety policy documents, and
 - local department specific health and safety procedures as amended or added to from time to time.
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- To report any unsafe practice, accident, incident, dangerous occurrence or hazard found during the course of your work to your line manager for action.
 - To take reasonable care for the health and safety of yourself and of other persons who may be affected by your acts or omissions at work. To maintain Personal Protective Equipment and to report any PPE that is defective.
 - To co-operate with all staff and members of the authority so far as is necessary to enable all health and safety requirements to be performed or complied with.
 - To ensure anything provided in the interests of health, safety or welfare is not intentionally or recklessly interfered with or misused.

HARBOROUGH DISTRICT COUNCIL – PERSON SPECIFICATION

JOB TITLE:	Economic Development Manager		
TEAM:	Economic Development Team		
ALLOWANCE:	Casual car user	GRADE:	9
CONTRACT TYPE:	Permanent	WEEKLY HOURS:	37

TYPE OF CRITERIA	ESSENTIAL REQUIREMENTS: Minimum requirements for the successful completion of the job	ASSESSMENT A / I / T / E	DESIRABLE REQUIREMENTS: Elements that contribute to improved / immediate performance in the job	ASSESSMENT A / I / T / E
QUALIFICATIONS	Educated to Degree level or equivalent work-related experience	A & E	Degree in relevant subject (Politics, Business, Economics)	A & I
EXPERIENCE	3 years' experience working in Economic Development (public or private)	A & I	Experience of working in local government Contract management experience Experience of working with Elected members	A & I A & I A & I
KNOWLEDGE	In depth understanding of Economic Development and current issues in this area Knowledge of government initiatives, relevant legislation and grants/ funding sources available to both the public sector and businesses Excellent understanding of national and regional policies, strategies, processes and legislation that effects local growth.	A & I A & I A & I	Understanding of the planning system and how it can be used to encourage local growth Understanding of the issues facing local businesses, town centres and the impact and value of tourism and culture on the local economy Political sensitivity – working with members across the political spectrum it is important to understand their views and concerns whilst remaining impartial	A & I A & I A & I

SKILLS	Report/brief writing skills	A	Effective use of social media to engage customers and disseminate appropriate information to the local business community. Contract management – ability to manage contracts to ensure delivery against agreed targets Refined influencing and interpersonal skills including the ability to work with a range of people to maximise outcomes for local communities/ businesses.	A	
	Strategic Thinking - Ability to think strategically about how you can leverage support to the advantage of the economy in the Harborough district	A			
	Partnership working - ability to work in partnership both internally and externally to champion the needs of local businesses	A			
	Prioritisation skills – able to manage often completing workloads to ensure deadlines are met whilst maintaining a high standard of work	A			
	Good time management skills	A			
	Presentation/ Communication skills	A & I			
	Budget management – oversee budgets allocated to the economic development team and ensure spend is appropriately allocated	A			
	People management - Responsible for Managing up to 4 roles including 1-2-1's, appraisals and any other issues that arise in regards to capability, sickness, and disciplinary processes	A & I			
	Proficient on Microsoft project and the other Microsoft packages (Word, Excel, TEAMS and PowerPoint)	A			
Project management skills – responsible for planning and delivering key projects for the organisation	A				
OTHER	Valid driving licence with access to a suitable vehicle	A & E			
	Politically restricted role	I			
	Some evening and weekend work will be required, with notice	I			
Assessment Legend:		A = Application	I = Interview	T = Test or Assessment	E = Evidence (e.g. certificate)
N.B. Where more than one assessment stage is indicated against a criteria that criteria must be demonstrated at both stages					