

Job Context

Job Title:	Senior Economic Development Officer
Section:	Economic Development and Regeneration
Reporting To:	Economy & Infrastructure Manager
Salary Band:	3c
Post Number:	SEL0109

This job context document sets out the specific requirements for the Senior Economic Development Officer role. This should be read in conjunction with the Job Role Specification linked to the appropriate salary band.

Job Context

Selby District Council's vision is to make the District a great place and to deliver this by focusing on 3 key priorities: to do business, to enjoy life and to make a difference. This will be supported by Selby District Council delivering great value to residents across the District.

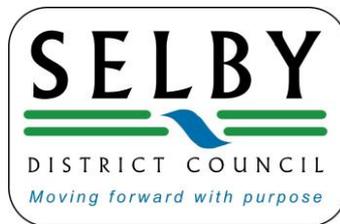
To achieve those priorities, we will support and encourage economic growth, and drive new investment into the District, work in a mixed economy model – with a wide range of partners to develop workforce skills and employment opportunities, improve our supply of housing and develop our leisure and culture offers.

We believe that our customers should be at the heart of everything we do and want to do everything we can to enable our communities to get involved, working with us to deliver our future priorities and to develop and deliver services.

Selby District Council recognises that people are at the heart of business success. Wherever resource is focussed, regardless of role and contributions, staff will work towards Selby's core values.

Job Purpose

- Support the implementation of the Economic Development Framework and action plan to improve the district's economy in line with the agreed policies, overall council objectives and priorities as dictated by the Chief Executive.
- Help drive the delivery of new opportunities, promote and grow the district's economy and maximise the full potential of our community and place.
- Support the creation of economic growth in the district, promoting the identity of Selby district to enhance the Council's credibility and reputation and deliver economic and



regeneration priorities.

- Create and maintain strong and collaborative relationships with key delivery partners to deliver district rural and town centre regeneration through projects, which require specialist knowledge of inward investment and economic development including physical regeneration.
- Provide specialist technical information to Councillors, Leadership Team, Senior Managers and staff on economic and inward investment and Framework matters as and when required.

Areas of Responsibility

The Senior Economic Development Officer is responsible for the following areas of work:

- Supporting the Director of Economic Regeneration and Place, the Head of Economic Development, Regeneration Manager and the Economy and Infrastructure Manager with proactive approaches to ensure that Economic Development and inward investment into the district is supported to achieve maximum efficiency and/or growth potential.
- Supporting the Economy and Infrastructure Manager and Senior Business Adviser with proactive approaches to ensure that business growth and development in the district are supported to achieve maximum efficiency and/or growth potential.
- Review and analyse all Economic Development and Growth Strategy Reports emanating from National, pan-Northern and Regional bodies such as Central Government, Northern Power House, Transport for the North and regional LEP's to ensure key items that impact on Selby District are reported to Executive Members, Leadership Team and affected service Heads.
- Prepare Selby District's responses to Economic Development and Growth Strategy reports and support Executive Members, Leadership Team and Heads of Service briefing as required
- Assist with financial and performance recording and monitoring, including the preparation of Portfolio Holder reports to Council and Corporate Performance reports on behalf of the Economic Development team.
- Carry out analysis of relevant policies and prepare reports and responses to consultations.
- Attend Council Committees and Senior Management meetings to present reports supporting the delivery of economic development in Selby District.
- Administrator the Economic Development CRM system, updating it to meet core business needs, drive forward product development and develop reports to support management reporting needs.

Role Specification

Strategic

- To support the delivery of the Council's Economic Development Framework that will bring

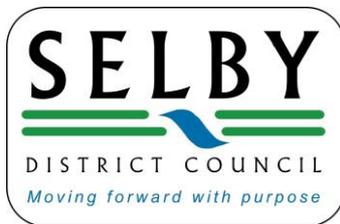


inward investment into the District through new developments – both public and private sector, deliver new opportunities to maximise the full potential of our community and place.

- Analyse, use and share data relating to the formulation, interpretation and implementation of the Economic Development Framework.
- Effectively communicate the Council’s vision, values and priorities both internally and externally and maintain positive public and media relations.
- Represent the Council at key sub-regional and regional economic development/regeneration meetings.
- Develop and maintain good working relationships with partner organisations and key stakeholders,

Operational

- Carry out consultations with residents and other stakeholders and proactively use feedback to shape and develop economic development proposals.
- Interpret and analyse data and make recommendations relating to the formulation, interpretation and implementation of the Council’s Economic Development strategies.
- Assisting with the production of marketing materials for sites and commercial properties in the district.
- Responding to inward investment enquiries with local, regional and national economic data for presentation to developers and investors..
- Undertaking economic research, analysis and local consultation to support the development of project Business Plans and funding bids.
- The monitoring of national, regional and local business news and their implications for Selby District Council and the delivery of Economic Development in the District;
- Organise and promote events in the district to support the delivery of projects and initiatives.
- Coordinate and write Economic Development responses to enquiries.
- Coordinate and carry out reviews of the Council’s Economic Development Framework and delivery as required.
- Coordinate and develop new economic development related strategies as required.
- Coordinate and carry out work developing the Council’s rationale for key strategic transport infrastructure investment across the District to maximise growth opportunities;
- Produce reports on the delivery of economic development in the District and attendance at Council Committees and Senior Management meetings to present these as required.
- Preparing Portfolio Holder reports to Council and collating information relating to Economic Development for the Council’s Corporate Performance Report.
- Management of the Economic Development team’s CRM system, ensuring that it meets



business needs and that the Council receives maximum value from the system.

- Support the financial recording and reporting for the Council's economic development schemes.
- Support the preparation of bids and contribute to negotiations with external funding agencies to secure funding for economic initiatives.
- Attendance at key sub-regional economic development meetings representing the Council and building strong collaborative relationships with key partners and stakeholders.

Performance

- Contribute to the team performance and progress, towards achieving agreed goals and objectives.
- Work within a culture of openness and understanding, ensuring important information is shared promptly.
- Comply with relevant health and safety, emergency planning, risk management and business continuity requirements for the group of services.
- Promote the Council's commitment to valuing diversity reflecting the diversity of the district in the Council's employment and service delivery practices and ensure the development and implementation of effective equalities and diversity policies across the service's area of work.

Partnership Working

- Foster positive relationships with all local, sub-regional and regional agencies and partners relevant to the group of services.
- Consult, communicate and encourage regular feedback from customers to ensure high levels of customer satisfaction and a customer focused ethos.
- Work across all departments of the Council through partnership working to develop and support growth focused strategies and policies.

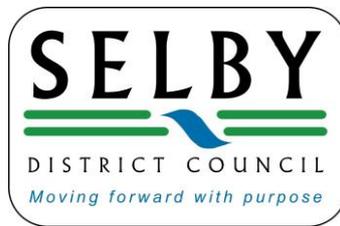
Additional Qualifications

Essential

- Good general education.

Desirable

- Relevant professional qualification or undertaking training.
- Evidence of Continuing Professional Development.



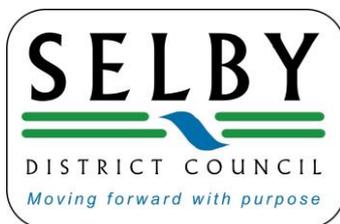
Additional Experience

Essential

- Demonstrable knowledge/awareness of economic development strategy and delivery.
- Experience of working in a political environment/knowledge of local democracy and thorough understanding of the needs of local authorities and their partners.
- Demonstrable experience in an administrative or research role.
- Demonstrable ability to undertake research and knowledge regarding how to secure funding towards projects.
- Experience of working to an ambitious and challenging agenda, working in a mixed economy model, delivering sustainable high quality services and large scale projects in time and on budget.
- Knowledge of economic and social issues that affect housing supply and delivery and understanding of how these drive local government policies, processes, service delivery and resourcing.
- Experience of report writing in a public sector environment.

Additional Requirements

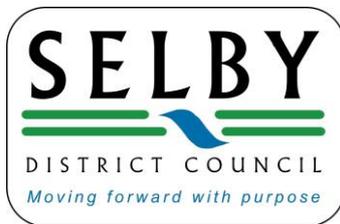
- Be an ambassador for change and lead from the front on service delivery.
- To perform duties as required, outside normal working hours, to meet the demands of the service including participation in the out of hours' emergency response service and civic emergencies.
- Willing to work flexibly in accordance with policies and procedures to meet the operational needs of the Council.
- Strong organisation and time management skills with the ability to work under pressure.
- Ability to work using own initiative and making appropriate decisions.
- Ability to work effectively under pressure and thrive in a challenging and changing environment.
- Willing to undertake training and continuous professional development in connection with the requirements of the post.
- Work in accordance with the Council's values and competencies.
- Computer literate.



Our Values

<p>Customer Focussed <i>"I'm happy that people get the help they need"</i></p>	<ul style="list-style-type: none"> ✓ We help people to help themselves. ✓ We are there to help those people who can't help themselves. ✓ We take time to listen and learn. ✓ We will always try to do it right first time.
<p>Business-Like <i>"I feel that everything I do at work adds value"</i></p>	<ul style="list-style-type: none"> ✓ We deliver on our promises. ✓ We spend money wisely. ✓ We have the right people doing the right things. ✓ We can't do everything so we are honest and open about our priorities.
<p>One Team Selby <i>"I feel I am an important part of something bigger"</i></p>	<ul style="list-style-type: none"> ✓ We all pull together for the good of the District. ✓ We bring the right people together to do what they are good at. ✓ We build strong relationships with our partners and communities.
<p>Flexible <i>"I feel energized and positive about change"</i></p>	<ul style="list-style-type: none"> ✓ We are open to change and up for a challenge. ✓ We're willing to have a go and show what we can do. ✓ We're ready to set the pace and build momentum. ✓ We can adapt quickly to meet new priorities.
<p>Forward Thinking <i>"I feel encouraged to come up with new ideas and that I am listened to"</i></p>	<ul style="list-style-type: none"> ✓ We are open to trying new things and learning from the results. ✓ We're willing to take some risks. ✓ We are always thinking ahead and looking for new opportunities.
<p>Trustworthy <i>"I am treated fairly and honestly, so that's how I treat others"</i></p>	<ul style="list-style-type: none"> ✓ Each of us takes responsibility for our actions. ✓ We always behave with integrity. ✓ We are honest and open.

Date Completed: January 2019



Job Role Specification

Band 3c

Reporting To

The relevant line and/or project manager as outlined in the Job Context document.

Job Context

This Job Role Specification should be read in conjunction with the Job Context document relevant to the post.

Service Area

The postholder will be expected to work across the organisation.

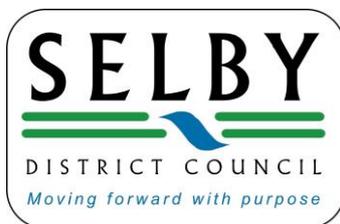
Key Elements of the Job Role

- The post entails ensuring that Selby District Council meets its statutory obligations within the professional discipline as set out in various pieces of legislation.
- Provide appropriate advice, guidance and interpretation of relevant legislation in line with the professional service of the post.
- Provide appropriate supervision, support and guidance to staff and the team to ensure the best possible use of all resources to deliver services efficiently.
- To manage the resources, budgets and performance to meet Business Plan targets and Corporate Strategies.
- To contribute to the efficient operation and management of the organisation.
- Ensure the best possible use of all resources to deliver efficient, effective and innovative services.
- To identify and manage the potential risks.
- The postholder must carry out his/her duties with full regard to the Council's Equal Opportunities Policy.
- The postholder must carry out his/her duties with full regard to the Health & Safety Policy and associated procedures.
- In the event of any civil emergency you may be expected to work outside your normal contracted hours.

Key Outcomes

The key outcomes of the post will be linked to the Business Plan. All outcomes will be determined and agreed with the postholder.

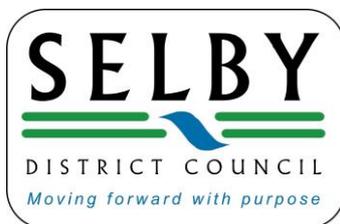
The duties and responsibilities highlighted in this Job Role Specification are indicative and may



vary over time. Postholders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

Requirements of the Post

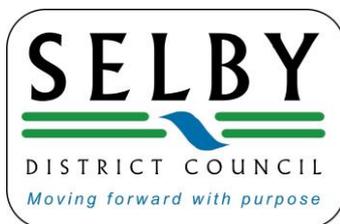
	Essential	Desirable
Qualifications / Training	<ul style="list-style-type: none"> • Relevant qualification as required or a demonstrable level of experience working at this level. • Additional qualification or training in technical matters. • Education to GCSE grades A*-C or equivalent. 	<ul style="list-style-type: none"> • 'A' level education or equivalent.
Knowledge	<ul style="list-style-type: none"> • Awareness, knowledge and adherence to Information Governance/Data Protection principles. • Awareness and knowledge of Equality legislation. • Awareness and knowledge of Health and Safety legislation. • Awareness and knowledge of Customer Care initiatives. • Awareness of safeguarding responsibilities. 	<ul style="list-style-type: none"> • Knowledge of Local Government.
Experience	<ul style="list-style-type: none"> • Proven technical ability in the professional discipline. • Experience of thinking and acting strategically and advising on policy information. • Experience of leading and motivating team members to achieve goals and service improvements. 	



Competencies

Set out below are the competencies expected to be demonstrated in the post.

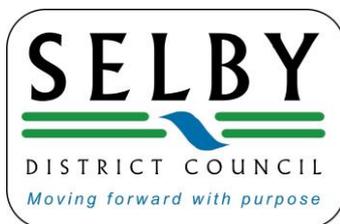
<p><u>Analysis and Use of Information.</u> <i>Assesses and interprets information in order to identify issues or problems.</i></p>	<p><u>Level 4</u></p> <ul style="list-style-type: none"> • Develops new policy and procedures. • Develops ways of applying new knowledge and ensures lesson-learning. • Comprehends the whole life cost cycle, including cost relating to operation of systems and processes. • Identifies trends from complex or conflicting data. • Takes steps to address the root causes of highly complex problems.
<p><u>Decision Making.</u> <i>Considers the information that is available, identifies options and makes timely decisions.</i></p>	<p><u>Level 3</u></p> <ul style="list-style-type: none"> • Thinks through the implication of decisions. • Breaks down highly complex information into workable components for others. • Draws together disparate information to resolve problems. • Facilitates others to generate and solve problems. • Empowers others to take creative decisions to meet business needs.
<p><u>Planning & Delivery of Work.</u> <i>Plans and organises work to meet individual, team and organisational objectives whilst achieving quality and value for money.</i></p>	<p><u>Level 4</u></p> <ul style="list-style-type: none"> • Structures business unit to deliver key objectives and obtain and allocate resources. • Sets the agenda for creating policies that are consistent with the principles and mechanisms of accountability. • Leads by example in managing business relationships and project/ programme risks. • Defines a balanced set of targets and measures aligned with delivery plans. • Ensures the principles of corporate risk management are met. • Shows resilience under pressure and does not let setbacks affect performance.



Competencies

Set out below are the competencies expected to be demonstrated in the post.

<p><u>Working with Others.</u> <i>Takes responsibility to build and maintain positive relationships and value the opinion of others.</i></p>	<p><u>Level 3</u></p> <ul style="list-style-type: none"> • Informs, consults and influences partners/stakeholders using a range of communication mechanisms. • Engages with relevant experts to gather and evaluate evidence. • Shares and implements good practice with internal and external peers. • Works with senior partners/stakeholders.
<p><u>Communicating with Others.</u> <i>Vary the way you communicate ideas and information ensuring your message is understood.</i></p>	<p><u>Level 3</u></p> <ul style="list-style-type: none"> • Varies language and content to ensure understanding of audience. • Facilitates understanding by explanation and example. • Highlights key points for summary from detailed and complex documents. • Meets regularly with partners/customers and staff to understand local needs and raise awareness of products and services.
<p><u>Organisation Awareness.</u> <i>Understands how the job contributes and delivers Access Selby goals in accordance with Access Selby values.</i></p>	<p><u>Level 3</u></p> <ul style="list-style-type: none"> • Puts into practice the organisation’s core values. • Designs policies that consider the legal and political environment. • Experienced in the strategic environment in which SDC services are delivered. • Anticipates and manages risk and threats to SDC and SDC development. • Understands the local government process, public accountability and the roles of councillors and officers.
<p><u>Managing Change.</u> <i>Supports opportunities for positive change and actively looks for ways to improve.</i></p>	<p><u>Level 3</u></p> <ul style="list-style-type: none"> • Encourages team members to embrace and contribute to change. • Presents the business need for change and can focus others on the positive aspects. • Enables others to implement change. • Anticipates obstacles to change.



Competencies

Set out below are the competencies expected to be demonstrated in the post.

<p><u>Continual Improvement.</u> <i>Continually looks to improve skills, knowledge and the way you work.</i></p>	<p><u>Level 3</u></p> <ul style="list-style-type: none"> • Describes what the future looks like in terms of service improvements and modernisation. • Motivates others to improve and develop their performance. • Sets smart targets for teams and team members and evaluates them. • Constructively challenges existing strategies.
<p><u>Leadership.</u> <i>The ability to influence, motivate and inspire others to achieve a vision.</i></p>	<p><u>Level 3</u></p> <ul style="list-style-type: none"> • Drives improvement through performance management. • Sets realistic, but challenging performance targets for the business and team members. • Agrees implementation plans with scheduled actions and accountabilities and performance criteria. • Keeps others informed of all changes and decisions that affect their work. • Monitors and reviews progress of the business and team regularly adjusting plans accordingly.

Date Completed: January 2019