

# Job Description

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| **Post Title:** | Economic Development Officer  | **Grade:** | 8 |
| **Post No:** |  |  |
| **Directorate:** | Communities | **Section:** | Economic Development |
| **Responsible to:** | Programme Manager (Economic Development) | **Responsible for:** |  |
| **Location:** | Civic Centre, Poulton-le-Fylde. |  |
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| Overall Job Purpose: |
| Be the first point of contact for all business support enquiries and to represent the council on external business and economic bodies and organisations. With particular responsibility for; promoting and supporting economic growth in Wyre, working with partners to provide advice, guidance, grants, loans, reliefs and any other ah hoc business support related schemesSupporting the delivery of the Hillhouse Enterprise Zone (EZ) masterplan and its implementation plan Supporting the work of the Blackpool, Fylde and Wyre Economic Prosperity BoardLiaising with Blackpool’s Growth and Prosperity team to explore opportunities for collaboration on economic development projects across the Fylde Coast  |
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| **Key Tasks & Responsibilities:** |
| Supporting and promoting the delivery of Hillhouse Enterprise Zone including producing the EZ annual monitoring report and quarterly updates  Provide support for the organisation and reporting in accordance with EZ governance structure. Work closely with Blackpool’s Head of Enterprise Zones to ensure that there is a fair and consistent approach between the two EZs on the Fylde Coast and also to identify potential joint economic development projects across the Fylde Coast.Be the main contact within the organisation for business and commercial enquiries throughout the borough and liaise with external business support organisations and bodies Act as project champion with allocated investor/occupier enquiries for the EZ and other development sites in Wyre.Manage an enquiries database and support uploading of information to Evolutive CRM. Support the business rates relief application process and other ad hoc grants or reliefs when available Support marketing activity including work with Marketing Lancashire and support attendance at exhibitions and trade fairs Support the delivery of the Wyre Town Centres Revival Programme in Garstang, Cleveleys and Poulton and support the work of the Fleetwood Town Centre Partnership (Future Fleetwood).Prepare funding applications as and when requiredCollate economic data on occupiers, investment and employment.   Undertake economic and company research to support investment in Wyre.Support the Economic Prosperity Board and prepare papers as required.To undertake any other duties of a professional or managerial nature as may be required which are appropriate to the duties and grading of the post. |
| **Corporate Responsibilities:** |
| The postholder will be expected:-* To adopt a flexible approach to changing patterns of work and undertake such other duties as are consistent with the job purpose and grade of post.
* To promote best practice in meeting the requirements of Health and Safety legislation and Council policy, and comply with other relevant statutory legislation.
* To carry out duties in accordance with the Council’s policy on equality and diversity.
* To accept that everyone has a right to their distinct identity, treating everyone with dignity and respect and ensuring that what our customers tell us is valued by reporting it back into the organisation.
* To provide quality services that are what our customers want and need, giving customers the opportunity to comment or complain if they need to, working with them to identify what needs to be done to meet their needs and informing managers about what customers say in relation to the services delivered.
* To develop oneself and others making every effort to access development opportunities and contribute effectively by participating in the Council’s performance management scheme.
* To be responsible for Data Quality.
* To demonstrate a high standard of probity in the use of council resources and where a nominated budget holder manage spending within available resources.
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| **Special Conditions:****(e.g. week-end work, shift allowance, car/telephone allowance)** |
| * The council operates a strict non-smoking policy.
* Casual User’s Car Allowance is payable.
* The postholder may be required to work outside the Council’s normal working day for which time off in lieu will be granted in accordance with the provisions of the National Scheme of Conditions of Service.
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**This Job Description is current at the date shown below. In consultation with you it is liable to variation by management to reflect, or anticipate changes in, or to, the job.**

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| Prepared by: Steve Smith | **Date:** 13 August 2021 |

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| Post Holder Signature: | **Date:** |