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| **Person Specification** | | | | |
| POST: | Economic Development Officer | GRADE: | 8 |
| DIRECTORATE: | Communities | POST NO: |  |

| **COMPETENCIES**  **(All competencies listed are essential to the post)** | **METHOD OF ASSESSMENT**  **(Application Form/ Interview/Test)** |
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| **Working Collaboratively** |  |
| Works with our partners and the community to achieve the best outcomes in a seamless way. | Interview |
| **One Team One Council** |  |
| Encourage a culture of participation where staff feel empowered and valued. | Interview |
| Builds effective relationships outside immediate team. | Interview |
| Creates good customer relationships and demonstrates the highest level of customer care. | Interview |
| Shares a sense of pride in the work of the Council. | Interview |
| Communicates effectively. | Interview |
| Professional and polite and earns the respect of management and colleagues. | Interview |
| **Work Smart** |  |
| Ensures public money is spent in the smartest way possible. | Interview |
| Participates in corporate working to ensure integrated service provision. | Interview |
| Demonstrates a positive can do approach. | Interview |
| Embraces a culture of continuous improvement. | Interview |
| Is accountable and transparent and takes responsibility for own actions. | Interview |
| Works flexibly and is receptive to new ideas and different ways of working. | Interview |
| Demonstrates integrity, honesty and trustworthiness as set out in the Council’s Code of Conduct. | Interview |
| Evaluates and manages operational risk. | Interview |
| Brings commerciality into everyday thinking. | Interview |
| Organised in terms of prioritising and completing work. | Interview |
| Takes responsibility for own personal development. | Interview |

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| **QUALIFICATIONS** | **ESSENTIAL/**  **DESIRABLE** | **METHOD OF ASSESSMENT**  **(Application/Interview/Test)** |
| Degree or equivalent in regeneration / economic development or related field | **DESIRABLE** | Application form / Interview |
| Evidence of continuing professional development. | **DESIRABLE** | Application form / Interview |

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| **SKILLS/KNOWLEDGE/ABILITIES** | **ESSENTIAL/**  **DESIRABLE** | **METHOD OF ASSESSMENT** | |
| Good knowledge and understanding of economic development policy and principles. | **ESSENTIAL** | Application form / Interview | |
| Good knowledge of how regeneration opportunities can benefit local communities and marketing in an economic development context. | **DESIRABLE** | Application form / Interview | |
| Working knowledge of inward investment, business and skills funding agencies/networks | **DESIRABLE** | Application form / Interview | |
| A good understanding of external funding opportunities | **ESSENTIAL** | Application form / Interview | |
| Excellent commercial awareness | **ESSENTIAL** | Application form / Interview | |
| Ability to work effectively as a member of a team. | **ESSENTIAL** | Application form / Interview | |
| Ability to work with minimal supervision and on own initiative, managing heavy workloads, prioritise tasks, and achieving deadlines | **ESSENTIAL** | Application form / Interview | |
| Good communication skills (written and oral) including the ability to produce and present reports and briefings to Council Members, senior management, other agencies or organisations | **ESSENTIAL** | Application form / Interview | |
| Ability to develop and maintain effective relationships with consultants, partners, stakeholders, members and officers. | **ESSENTIAL** | Application form / Interview | |
| Excellent analytical skills, ability to translate complex information into simple terms | **ESSENTIAL** | Application form / Interview | |
| Good IT skills including the use of word, excel, databases and PowerPoint. | **ESSENTIAL** | Application form / Interview | |
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| **EXPERIENCE** | **ESSENTIAL / DESIRABLE** | | **METHOD OF ASSESSMENT (Application/Interview/Test)** |
| Experience in managing and progressing investor / occupier enquiries. | **ESSENTIAL** | | Application form / Interview |
| Experience of contact/liaison with other Council teams and public or private sector businesses and partners, showing a proactive approach to collaborative working. | **ESSENTIAL** | | Application form / Interview |
| Experience in research, analysis and policy development and monitoring including organising consultation events. | **ESSENTIAL** | | Application form / Interview |
| Experience of working on regeneration projects including initiating, planning, managing and monitoring area based regeneration initiatives | **DESIRABLE** | | Application form / Interview |
| Experience of preparing funding bids including writing accurately, timely and persuasive bids and of project managing delivery of successful grant funded schemes. | **DESIRABLE** | | Application form / Interview |
| Experience of procuring and working with consultants and managing contracts. | **DESIRABLE** | | Application form / Interview |
| Experience in business support events organisation and management including networking, training and award events | **ESSENTIAL** | | Application form / Interview |

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| **ADDITIONAL REQUIREMENTS** | **ESSENTIAL /DESIRABLE** | **METHOD OF ASSESSMENT(Application Form/ Interview/Test)** |
| Regular and Reliable Service (the Council does not wish to employ individuals who have a poor history of attendance at work where there is no underlying medical reason for the absence) | **ESSENTIAL** | References |
| Demonstrate commitment to equal  opportunities together with a clear  appreciation of equalities issues. | **ESSENTIAL** | Application Form/Interview |
| Be flexible and willing to work outside normal working hours. | **ESSENTIAL** | Application form / Interview |
| Access to a car (if driving then must have a current valid driving licence and appropriate insurance). | **ESSENTIAL** | Application form / Interview |
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| PREPARED BY: M Fenton | | | DATE: |

The Equality Act 2010 - Where appropriate, the duties may be reviewed where an applicant has a disability within the definition of the Act, or an existing employee becomes unable to carry out the full range of duties due to a disability