



JOB DESCRIPTION

JOB TITLE: Senior Economic Growth Officer

DIRECTORATE: Economic Growth Environment and Infrastructure

GRADE: Band 10

DIRECTLY RESPONSIBLE TO: Strategic Growth Manager

DIRECTLY RESPONSIBLE FOR: Strategic Growth Officers - matrix management approach.

MAIN PURPOSE OF THE JOB

To lead and contribute to the development and implementation of a range of economic development projects, action plans and initiatives designed to secure investment, economic growth and regeneration in Trafford.

MAIN DUTIES

1. To support the preparation of strategies, masterplans and policies for the redevelopment of Trafford's priority areas in line with statutory responsibilities, Government policies and Council objectives.
2. To support the management of a range of projects in the formulation, review and implementation of the Council's corporate strategy including key economic growth areas such as Altrincham, Carrington, Partington, Stretford, Old Trafford and Trafford Park.
3. To support the delivery of a range of business engagement and support initiatives in partnership with internal Departments; and local, sub-regional and national organisations.
4. To proactively develop and maintain strong, effective relationships with key stakeholders including the private sector and major landowners; and to work with them to maximise their investment in Trafford and commitment to economic growth. Work with external agencies to bring their resources in line with Trafford Council's objectives and activities.
5. To support the implementation of a range of economic growth initiatives to meet economic need and the Council's Corporate objectives including, but not restricted

to, business support and growth, investment, employment and skills and regeneration.

6. To support inward investment activity in the borough, including proactively dealing with enquiries, marketing/promotion, delegation visits, supplying information; in partnership with MIDAS.
7. To deliver funding proposals which support Trafford's priorities and undertake negotiations with funding partners to ensure viability and best practice.
8. To service local partnerships and represent Trafford Council on sub-regional groups.
9. To work in partnership and maintain excellent working relationships with external agencies to ensure programme delivery and consistent intelligence-led activity.
10. To work constructively and corporately with other Council Directorates and to provide appropriate advice and briefings on a range of issues as required.
11. Produce information in a range of appropriate formats including presentations and reports.
12. Take responsibility for the management of timescales, budgets and evaluation of specific projects.
13. To deputise for the Strategic Growth Manager as required.

Health and Safety

To operate safely within the workplace with regard to the Council's health and safety policies, procedures and safe working practices. To be responsible for your own Health and Safety and that of other employees

Equalities & Diversity

To work within the Council's Equalities and Diversity Policy, embracing through personal example, open commitment and clear action that diversity is positively valued, resulting in access for all by ensuring fair treatment in employment, service delivery and external communications.

Customer Care

To continually review, develop and improve systems, processes and services in support of the Council's pursuit of excellence in service delivery. To recognise the value of its people as a resource.

Training and Development

To identify training and development needs with your manager, taking an active part in your Personal Development and Review Plan. To access development opportunities as they arise and share learning with others and where appropriate, actively encourage a learning environment and development within others.

Policy

To work at all times within the established policies and practices of the Council, within the framework established by the Council Constitution and associated guidance

Confidentiality

To adhere to the Council's policies and procedures on confidentiality and the management and sharing of information.



PERSON SPECIFICATION

JOB TITLE: Senior Strategic Growth Officer

DIRECTORATE: Economic, Growth and Prosperity

GRADE: Band 10

STAGE ONE: Disabled candidates are guaranteed an interview if they meet the essential criteria

MINIMUM ESSENTIAL REQUIREMENTS	METHOD OF ASSESSMENT *
1. Qualifications/Training etc.	
Degree or equivalent in related discipline or formal off the job training supported by certification.	A&C
Evidence of continual professional development	A&C
2. Experience	
At least three years' experience of working in a related field.	A&I
Experience of working closely with the private sector, including business engagement and support.	A&I
Experience in project development, implementation, management and monitoring.	A&I
Experience of delivering economic growth in a complex environment.	A&I
Experience of delivering projects/initiatives with a complex private/ public sector interface, on time, on budget with a detailed understanding of the issues/ constraints involved.	A&I
Experience in successfully bidding for external funding and effectively	A&I

monitoring outputs.	
Experience of persuading, influencing and negotiating successfully with a range of stakeholders.	A&I
Experience of translating changes in policy direction into practical action including improving service delivery.	A&I
3. Knowledge	
Knowledge of relevant legislation & concepts and principles relating to economic development.	A&I
Knowledge of the delivery of inward investment and business support provision.	A&I
Knowledge of the principles relating to the commercial market.	A&I
Knowledge of the funding mechanisms to secure regeneration and development.	A&I
4. Skills & Abilities	
Excellent communication, inter-personal and presentation skills.	A&I
Excellent project management skills and ability to work to tight deadlines.	A&I
Excellent report writing and analytical skills.	A&I
Ability to work closely with the private sector.	A&I
Ability to work in a political environment.	A&I
Ability to persuade, influence and negotiate successfully with a range of stakeholders and deal with complex and contentious issues.	A&I
Ability to interpret, analyse and present complex data and/or information in a format easily understood to all audiences.	A&I
Ability to respond independently to unexpected problems and situations.	A&I

Method of Assessment

A = Application form, **C** = Certificate, **E** = Exercise, **I** = Interview,

P = Presentation, **T** = Test, **AC** = Assessment centre

Date prepared/revised: 12/07/2018

Prepared/revised by: MR