

JOB DESCRIPTION



Job Title Economic Development Officer

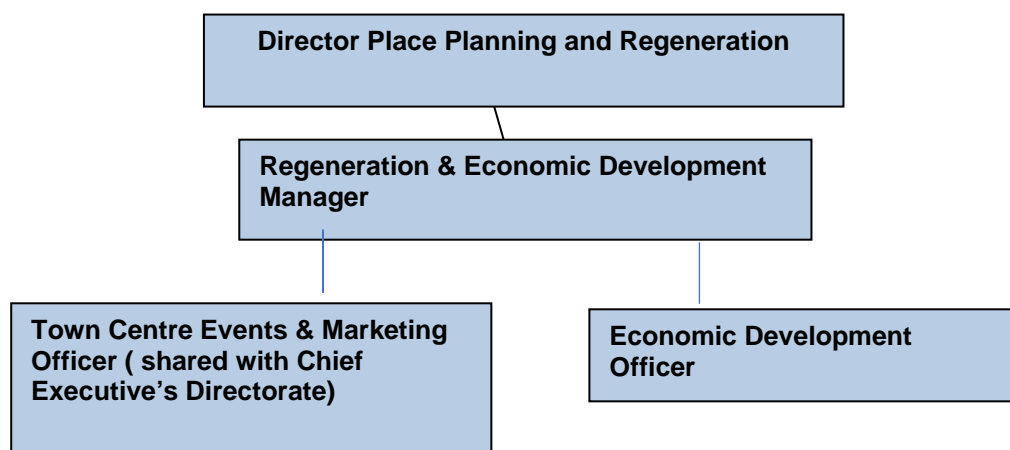
Salary £13,997 - £17,048 pro-rata for 22 hours per week

Directorate:	Place Planning & Regeneration	Section/Location:	Regeneration & Economy
Grade/Salary Range	BG-H	Work style:	Home-Flex

Key Objectives of the role

- Support the attraction and retention of businesses and Jobs to and within Bracknell Forest
- Promote and market Bracknell as a potential site for new businesses in collaboration with key stakeholders and partners
- Assist the Regeneration & Economic Development Manager to identify and eliminate barriers to business prosperity in the Bracknell Forest area and ensure key companies and growth companies are supported and prosper.

Designation of post and position within departmental structure



Daily and monthly responsibilities

- Take forward and develop approved economic development projects
- Support Covid related business recovery and renewal initiatives
- Collaborate on partnership projects across Berkshire
- Deliver business related communications
- Devise project plans and actions in conjunction with partner organisations and stakeholders
- Provide regular project progress updates
- Identify appropriate project budgets

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- Oversee and maintain council website business pages
 - Assist with the economic development action planning
 - Assist with the operation of the Economic and Skills Development Partnership

Scope of role

To assist with the delivery of projects within agreed budgets

Commitment to the Council's Equal Opportunities policy at all times

Commitment to working within the bounds of the Data Protection Act and GDPR legislation at all times

Such other duties as may from time to time be necessary, compatible with the nature of the post. It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.

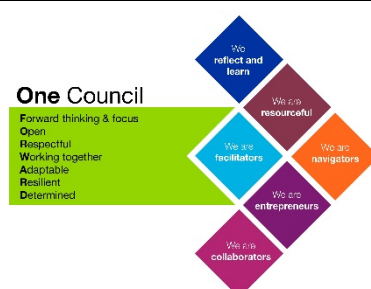
PERSON SPECIFICATION

KEY CRITERIA	ESSENTIAL	DESIRABLE
Skills and qualifications	Degree level qualification or other relevant qualifications	Project Management training/qualification
Competence Summary (Knowledge, abilities, skills, experience)	<p>Experience of working on economic development projects in the public sector.</p> <p>Experience of negotiation and joint problem solving.</p> <p>Proven ability to prioritise within a complex and demanding workload.</p> <p>Experience of working in partnership with external stakeholders and developing strong working relationships</p> <p>Political awareness</p> <p>Good spoken and written communication skills – including the ability to engage with people from different sectors and professional backgrounds.</p> <p>Experience of dealing with budgets and demonstrates financial awareness</p> <p>Proven ability to devise creative or innovative solutions to problems</p> <p>Proven analytical ability (collecting and analysing data)</p> <p>ICT skills including significant use of spreadsheets, project management software, word</p> <p>Able to effectively liaise with national, regional and local government agencies and bodies relating to the development of the economy</p>	Experience of project delivery and public/private sector partnerships

	<p>Ability to seek out funding opportunities and make successful bids on the behalf of the Council, or as part of a partnership approach.</p> <p>Well organised and able to meet deadlines</p> <p>Target resources to areas which will make the biggest economic impact</p>
Work-related Personal Requirements	<p>The post holder must hold a full UK driving licence (or valid equivalent). Non-UK licences must be converted to UK licences in the first six months of employment.</p> <p>Personal credibility in representing the organisation internally and to external bodies</p> <p>Shows drive and initiative</p> <p>Outcome focussed</p> <p>Entrepreneurial and proactive approach</p> <p>Organised</p>
Other Work Requirements	<p>The ability to converse easily with members of the public and respond effectively to questions in spoken English</p> <p>Ability to attend occasional out of working hours meetings</p>

KEY CRITERIA	ESSENTIAL	DESIRABLE
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Role models and demonstrates the Council's values and behaviours



All staff should hold a duty and commitment to observing the Council's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and Council policies/procedures.