

JOB DESCRIPTION

Post Title: Senior Economic Development Officer		Service: Economy and Regeneration Service		Office Use
Grade: Band 9		Workplace: County Hall, Morpeth and other locations across Northumberland in accordance with the Agile Working Policy		JE ref: 4286
Responsible to: Employability and Inclusion Manager		Date: January 2020 Revised February 2023	Manager Lever:	
Job Purpose: To be responsible for developing and implementing the strategic policy and statutory requirements associated with delivering the objectives of the Northumberland Economic Strategy and the Council’s Corporate Plan with regard to employability and inclusion and translating that policy into projects and initiatives particularly within the context of th Northumberland Economic Strategy, North East Mayoral Combined Authority And North East Work, Health and Skills PlansThis post requires the ability to work with a high degree of autonomy and initiative and to have experience and expertise across a range of professional disciplines including labour markets, local economic development, regeneration and employability and skills.				
Resources	Staff	Line manage a team of four employability and inclusion staff initially (with potential for management of additional staff generated through external funding)		
	Finance	Contribute to the efficient and effective running of the team, including the financial management of specific projects		
	Physical	Design, maintain and operate key corporate policy and research systems		
	Clients	Ensure compliance with relevant legislation, council policies and procedures.		
Duties and key result areas: <ul style="list-style-type: none">● To develop Employability and Inclusion elements of the Council’s Corporate policy framework and develop, implement and operate effective and efficient policy processes and ways of working.● To carry out long-term planning to develop and manage employment and skills interventions to deliver the Northumberland Economic Strategy and North East Employment and Skills Plan and maximise funding and investment● To act as the employment lead for emerging North East Combined Authority employability, and ‘work, health and skills’ governance structures and funding opportunities● To maintain cross-sector strategic employment and skills partnerships● To provide professional advice and develop working relationships with elected members, Corporate Directors and Heads of Service on strategic policy matters, including the preparation of Service Plans● To supervise allocated staff by coordinating and delegating work as appropriate, providing clear guidance, and motivating staff to achieve service objectives and quality standards● To conduct staff appraisals for allocated staff and thereby contribute to the skills planning and workforce development processes within the service; and assist in the recruitment, selection, induction, discipline, training and development of staff in the Economy and Regeneration Service.● To assist commissioning and management of consultancy and research work● To represent Northumberland and the County Council at local, regional and national levels through participation in pilot programmes, showcasing good practice, and contributing to intelligence exchange networks● To contribute to the maintenance of effective management and communication systems within the Service, in conjunction with senior colleagues.● To be accountable for expenditure against allocated budgets, ensure effective spend against established targets and compliance with financial regulations● To fully participate, as a member of the Directorate’s professional team, in the corporate planning and management of the Service				

The duties and responsibilities highlighted in this job description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Work Arrangements

Physical requirements:	Sedentary office work with occasional need to stand, walk and lift.
Transport requirements:	Will involve travel to meeting venues, area offices or training venues throughout the County and further a field on occasion.
Working patterns:	Normal office hours but flexi-hours may apply if colleagues provide cover. Some attendance at evening meetings.
Working conditions:	Mainly indoors

PERSON SPECIFICATION

Post Title: Economic Advisor (Employability)	Director/Service/Sector: Economy and Regeneration Service	Ref: 3615
Essential	Desirable	Assess by
Qualifications and Knowledge		
<p>Degree, higher degree, professional qualifications and/or NVQ Level 5 or equivalent standard in a relevant subject; plus recent and relevant post qualification training, additional qualifications and experience in a relevant context.</p> <p>Evidence of having undertaken strategic policy and project development in relation to employability, skills and inclusion</p> <p>In-depth knowledge of professional theory, practice and procedures.</p> <p>Expert knowledge of Policy, practice and trends in all areas of employability, skills and inclusion</p> <p>Commercial awareness and understands the relationship between costs, quality, customer care and corporate performance assessment.</p> <p>Recent and relevant management experience</p> <p>Evidence of continuing professional development.</p>	<p>Relevant management degree or post-graduate diploma e.g. MBA, DMS.</p> <p>Understands the diverse functions of a large complex public sector organisation and the relevant professional issues.</p>	
Experience		
<p>Experience of strategic development, management directly and delivery of policy and programmes relating to economic development in general and employability and skills in particular</p> <p>Recent and relevant post qualification experience in a relevant context.</p> <p>Staff management or supervision</p> <p>A breadth of work experience in selecting and applying the full range of professional methods, tools and techniques in a wide range of work situations.</p> <p>Experience in developing and managing productive partnerships.</p> <p>Relevant experience in designing and drafting policies, procedures and other technical documents.</p> <p>Experience in managing projects to successfully achieve set objectives.</p>		
Skills and competencies		

<p>Able to disseminate acquired knowledge.</p> <p>Ability to develop policy based on sound reasoning and logic, draw appropriate conclusions, and present these to an audience.</p> <p>Advanced IT knowledge and skills and able to effectively use ICT to achieve work objectives, understanding of a range of ICT software</p> <p>Experience in project/task management.</p> <p>Ability to motivate and develop staff.</p> <p>Ability to work independently and take the initiative</p> <p>Prepares written, verbal and other media to best professional standards.</p> <p>Effectively expresses views using appropriate means depending upon the audience.</p> <p>Numerate and skilled at analysing/reasoning with complex business related statistics.</p> <p>Persistence in applying a methodical approach to problem solving.</p> <p>Negotiation skills and able to persuade others to an alternative point of view.</p> <p>Operates as an effective advocate for the Directorate both within and externally.</p> <p>Maintains a professional demeanor in stressful and difficult situations.</p>	<p>Experience in project management & monitoring and evidence of the application of these techniques, as appropriate.</p> <p>Budgeting and financial management skills.</p> <p>Experience of mentoring and supervising staff.</p> <p>Advanced skills in Microsoft Office</p>	
Physical, mental, emotional and environmental demands		
<p>High levels of work-related pressure and the need to be responsive to changing work demands due to deadlines and conflicting demands on the postholder, and the need to be responsive to changing work demands</p> <p>Normally works from a seated position with some need to walk, bend or carry items.</p> <p>Need to maintain general awareness with prolonged periods of enhanced concentration over a range of different activities.</p> <p>Some contact with external organisations in dispute with the County Council.</p> <p>Some exposure to working outdoors.</p>		
Motivation		
<p>A strong corporate orientation and a commitment to tackling issues in a non-departmental manner.</p> <p>Dependable, reliable and keeps good time.</p> <p>Self reliant, able to exercise discretion and possessing the ability to manage time effectively.</p> <p>Models and encourages high standards of honesty, integrity, openness, and respect for others.</p> <p>Helps managers create a positive work culture in which diverse, individual contributions and perspectives are valued.</p> <p>Proactive and achievement orientated</p> <p>Works with little direct supervision.</p>		

Other		
Able to meet the transport requirements of the post		

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits