



## APPLICATION FOR EMPLOYMENT

Thank you for the interest you have shown in the vacancies within Stockton on Tees Borough Council.

Completed forms can be e-mailed to [recruitment@xentrall.org.uk](mailto:recruitment@xentrall.org.uk) or posted to **Xentrall Recruitment Services, PO Box 891, Stockton on Tees, TS19 1JT**, marking the envelope in the top left hand corner with the post reference number.

In accordance with our recruitment procedures, your application will only be considered if it is received on or before the closing date as shown in the advertisement.

In the interests of economy, applications received via the post are not automatically acknowledged. If you require confirmation that your application has been received please enclose a stamped addressed envelope or telephone 01642 526992.

If you have not been contacted within 4 weeks of the closing date for receipt of applications, please assume that on this occasion your application has not been successful.

## **Economic Development Manager**

**Vacancy ID: 011196**

Salary: £48,897 - £50,610 Annually

Closing Date: 23/08/2020

### **Benefits & Grade**

Grade Q

### **Contract Details**

Permanent

### **Contract Hours**

37 hours per week

### **Job Description**

The Economic Development Team carry out a number of functions including Business Engagement and Support, Enterprise assistance and education and employability.

The team is about to embark on an exciting shift in focus by taking a more pro-active role in inward investment and business growth across the Borough including working alongside other teams to explore and undertake direct interventions and developing plans for a more inclusive economy. Also, the team have a significant role to play in providing business intelligence so that interventions, direct or otherwise, are evidence led.

This is fantastic opportunity to lead an Economic Development Team in a Borough that is at the heart of the Tees Valley economy.

An online application form and further information is available from [www.stockton.gov.uk/jobs](http://www.stockton.gov.uk/jobs).

Please ensure you refer to the Job Description and the essential and desirable criteria in the Person Specification when completing the Personal Statement on the application form, as this information is used to select candidates for interview.

If you would like an informal discussion about the post, please contact Chris Renahan, Inclusive Growth and Development Manager, on 01642 526025.

The application form is available in alternative formats from Xentrall Recruitment Services, tel: 01642 526992 or email [recruitment@xentrall.org.uk](mailto:recruitment@xentrall.org.uk)

Stockton-on-Tees Borough Council ensures that all customers, both internal and external receive a consistently high quality level of service.

 <b>Stockton-on-Tees</b> BOROUGH COUNCIL		<b>JOB DESCRIPTION</b>	
<b>Directorate:</b>		<b>Service Area:</b>	
<b>Finance, Development &amp; Business Services</b>		<b>Inclusive Growth &amp; Development</b>	
<b>JOB TITLE: Economic Development Manager</b>			
<b>GRADE: Q</b>			
<b>REPORTING TO: Inclusive Growth &amp; Development Manager</b>			
<b>1.</b>	<b>JOB SUMMARY:</b> To have a strategic co-ordinating and delivery role in the management of all aspects of business growth. In particular, to drive forward proposals that will boost the local economy, attract inward investment working with business and to pursue long term solutions to employability. This includes working collaboratively with the Tees Valley Combined Authority and other partner agencies to ensure a cohesive approach to the development and delivery of business growth activities. In addition, the post holder has particular responsibility for actively participating in the Council's Inclusive Growth Strategy by working as an integral member of the Inclusive Growth & Development Service wider Management team.		
<b>2.</b>	<b>MAIN RESPONSIBILITIES AND REQUIREMENTS</b>		
1	To directly manage staff and budgets assigned to the Economic Development function, ensuring that quality, performance, service and financial objectives are achieved.		
2	To lead on the management of business engagement plans, strategies and activity, supporting business retention, growth, start-up and inward investment.		
3	To gather and analyse data and intelligence to identify strengths, weaknesses, opportunities and threats impacting on inclusive growth in the borough and to define and manage targeted intervention groups.		
4	To lead on the development and delivery of strategies, plans and interventions to achieve the Council's priorities for inclusive growth and development.		
5	To manage effective strategic relationships with key stakeholders in the business sector to identify and influence opportunities for economic development and to inform Council priorities for inclusive growth activities.		
6	To maintain awareness of funding opportunities and to oversee and prepare bids for external funding for projects as relevant.		
7	To ensure compliance with health and safety legislation and requirements for risk assessment/management.		
8	To aim to achieve equality of access and treatment in employment and service delivery.		
9	To participate in the development of a culture which is consistent with the Council's vision of enthusiastic and forward looking partnership and delivery of efficient and effective services within a Customer Service Excellence environment.		
10	To ensure the timely preparation and submission of such documents and information as required by the Council, partner agencies and central government including work on strategic issues with Members and prepare reports to Cabinet, select committees etc. as required.		

11	To support the wider economic growth and development role of the service, Council, Tees Valley, and support Tees Valley Combined Authority to be successful.
12	To establish effective working relationships with key internal and liaise with external parties including the private sector, third sector, education and other agencies and partners on the development of business growth activities
13	To participate in programme and project delivery in accordance with defined governance arrangements ensuring that best practice is maintained in implementation through all aspects of delivery, review, consultation and communication
14	To be responsible for developing and maintaining internal partnerships with other Council departments to ensure the efficient and effective delivery of services.
15	To have a sound knowledge of statutory powers and guidelines governing your work area.

### 3. GENERAL

**Job Evaluation** - This job description has been compiled to inform and evaluate the grade using the LGA Job Evaluation scheme as adopted by Stockton Council.

**Other Duties** - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

**Workforce Culture and supporting behaviours and Code of Conduct** – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.

**Shaping a Brighter Future** – The post holder will embrace the Council’s “Shaping a Brighter Future” programme.

**Personal Development** – As defined by the Council’s Culture Statement, all employees will take responsibility for their own development

**Customer Services** – The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.

**Policies and Procedures** – The post holder is required to adhere to all Council Policies and Procedures.

**Health and Safety** – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

**Safeguarding** – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council’s Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.



## PERSON SPECIFICATION

<b>Job Title/Grade</b>	<b>Economic Development Manager</b>	<b>Q</b>
<b>Directorate / Service Area</b>	<b>Finance, Development &amp; Business Services</b>	<b>Inclusive Growth and Development</b>
<b>Post Ref:</b>	<b>POS010883</b>	

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>MEANS OF ASSESSMENT</b>
Qualifications	<ul style="list-style-type: none"> <li>• Educated to degree level or equivalent in a directly relevant subject area.</li> <li>• Membership of relevant professional body or equivalent demonstrable level of relevant work related experience.</li> <li>• Demonstration of continuous professional development in leadership and management.</li> </ul>		Application form
Experience	<p>Substantial and demonstrable experience of:</p> <ul style="list-style-type: none"> <li>• Leading economic growth activities.</li> <li>• Managing programmes, projects to successful completion.</li> <li>• Maximising the contribution of team members.</li> <li>• Making presentations in a public setting and at Board/Committee meetings.</li> </ul>		Application / Interview

	<ul style="list-style-type: none"> <li>• Working in a complex political environment.</li> <li>• Decision making covering complex and varied service issues.</li> <li>• Promoting positive cultural change.</li> <li>• Implementing improvements to services and demonstrating outcomes.</li> <li>• Delivering positive media messages.</li> </ul>		
<p>Knowledge &amp; Skills</p>	<p>Demonstrate ability to:</p> <ul style="list-style-type: none"> <li>• Communicate effectively with a range of stakeholders.</li> <li>• Work in partnership across the public and private sectors.</li> <li>• Lead team of professional staff engaged in the particular service area for the Authority.</li> <li>• Initiate, develop and implement service policies and practices within a political environment.</li> <li>• Manage relationships with customers and partners ensuring that value for money principles are maintained.</li> <li>• Participate in the delivery of programmes and projects within a structured framework or methodology including the evaluation of success.</li> <li>• Capture, interrogate, analyse and interpret complex data and information from a range of sources and use it effectively to inform service priorities and improvements.</li> <li>• Demonstrate political sensitivity and awareness.</li> </ul>		<p>Application / Interview</p>

	<ul style="list-style-type: none"> <li>• Implement policy changes within specified timescales and political and financial constraints.</li> <li>• Prioritise service issues and to balance implementation between personal involvement and delegation to others.</li> <li>• Demonstrate personal leadership with authenticity.</li> <li>• Manage and control capital and revenue budgets.</li> <li>• Knowledge of business-related activities.</li> <li>• Awareness of the wider economic situation, locally and nationally.</li> <li>• Familiarity with, and ability to adapt to, Information Technology requirements.</li> <li>• Ability to identify areas of improvement, through performance management and service feedback.</li> </ul>		
<p>Specific behaviours relevant to the post</p>	<ul style="list-style-type: none"> <li>• Demonstrate the Council's Behaviours which underpin the Culture Statement.</li> <li>• Ability to think widely and solve complex problems logically.</li> <li>• Ability to communicate both orally and in writing with a wide range of people.</li> <li>• Confidence to implement solutions and to challenge traditional thinking.</li> <li>• The personal demeanour and credibility, which inspires confidence and motivates colleagues.</li> <li>• High personal standards of self-discipline in working to deadlines.</li> <li>• The ability to benefit from training relevant to the post.</li> </ul>		<p>Application / Interview</p>

	<ul style="list-style-type: none"><li>• Highly motivated, energetic, willing, not easily discouraged.</li></ul>		
Other requirements	<ul style="list-style-type: none"><li>• Due to the role requiring frequent travel between venues across the Borough, a full driving licence and access to a motor vehicle is required for this role.</li><li>• Must be able to vary working hours to incorporate evening and weekends as required.</li></ul>		

**Person Specification dated: May 2020**

## **Conditions of Service**

### **General**

Conditions of service will vary from service to service. However, there are some general points to cover.

Conditions of service generally are those contained in the appropriate National Joint Council Schemes but have been supplemented in a number of areas by locally agreed conditions. The relevant Handbooks are available for reference in all departments.

### **Office Hours**

The normal working week is 37 hours. Council offices are generally open to the public from 8.30 a.m. to 5.00 p.m. (4.30p.m. on Friday). The majority of office staff are able to take part in the Councils flexible working hours scheme. Elsewhere, fixed hours or shift working may be operated according to the needs of a particular service.

### **Annual Leave**

The basic annual leave entitlement is 26 days plus 8 public holidays. Employees with 5 years continuous service receive 31 days annual leave.

### **Sick Pay**

Most employees are covered by the provisions of the nationally agreed sick pay schemes which allow periods of absence on half pay and full pay according to length of service.

### **Pension**

You will automatically be entered into the Local Government Pension Scheme (LGPS) unless you choose to opt out. This is a contributory pension scheme and meets Government standards for automatic enrolment. If you do not opt out within three months of joining the LGPS, you will not be eligible to receive a refund of your contributions but will instead be given deferred benefits within the Scheme. If you decide to opt out of the Scheme your employment, earnings and age will be monitored in line with automatic enrolment guidelines.

### **Medical Examination**

Before commencing your employment, you will need to complete a medical questionnaire and may be subject to a medical examination.

### **Probation**

New entrants to Local Government will be required to complete a six month probationary period.

### **Equal Opportunities**

The Council is working towards an environment where all employees, residents and service users receive equal treatment regardless of gender or gender reassignment, marital or civil partnership status, sexual orientation, age, disability, race, religion or belief, social origin, pregnancy and maternity.

### **Job Sharing**

A voluntary Job Sharing Scheme is in operation. Applications to job share are welcome and there is no requirement for you to apply with a partner.

### **Payment of Salaries**

Salaries are paid monthly on the last working day of the month. All payments are made by credit transfer direct to a nominated bank or building society.

### **Smoking Policy**

The Council operates a No Smoking Policy.

### **Politically Restricted Posts**

The Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 designate certain posts as politically restricted. If this is the case it will be detailed on the job description and means that you would be disqualified from being a member of a Local Authority, the House of Commons or of the European Parliament. Further information is available upon request.

### **Rehabilitation of Offenders Act 1974**

Having a criminal record will not necessarily bar you from working for the Council. This will depend on the nature of the post and the circumstances and background of your offence(s). To assist the Council in determining the suitability of your employment, certain posts are subject to a DBS check. If this is the case an appropriate statement will appear in the recruitment advertisement.