

**North of Tyne Combined Authority
Job Description**



Post title: Economic Development Officer (A4748)

Grade: N9 **Points:** 601

Responsible to: Economic Adviser

Responsible for: n/a

Job Purpose: To work closely with internal and external stakeholders, including businesses, to develop an NTCA Events and Tourism offer that promotes the local, sub regional and inclusive economy in the North of Tyne.

To work in close partnership with Newcastle, North Tyneside and Northumberland Councils and Destination Management Organisation to promote Events & Tourism.

Main Duties: The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time

1. To develop and maintain links and partnerships with a wide range of internal and external partners, including businesses, business representative organisations, voluntary and community sector organisations and appropriate public sector agencies, to ensure delivery of projects to the required standards.
2. To ensure that strategies are developed to promote events and tourism activities within the North of Tyne area, sustaining pre-Covid levels and attracting new visitors, generating significant benefits to the economy.
3. To lead, develop and manage allocated projects or contracts to promote the inclusive economy, skills and local business growth.
4. To lead on the planning, commissioning and delivery of a North of Tyne Programme of events including development of existing events and commissioning of new events.
5. To lead on the commissioning of new tourism products and experiences, working closely with a variety of stakeholders.

6. To seek opportunities to promote and enhance the reputation of the North of Tyne Tourism Programme, coordinate publicity events as required.
7. Working alongside the Communications Team within NTCA, edit and distribute content for publications, website content to help communicate to stakeholders and potential participants the project/programme activities, products and/or services.
8. To negotiate agreements with contractors and others in the private, voluntary and community and public sectors, as appropriate.
9. To develop business cases, including bidding for relevant funding, and where appropriate lead cross-authority working to achieve this.
10. To manage allocated budgets, and to develop and maintain appropriate performance monitoring and reporting processes, in line with the NTCA's financial regulations and procedures, and those of external bodies, where applicable.
11. To promote and implement the Combined Authority's Equality Policy in all aspects of employment and service delivery.