

North of Tyne Combined Authority

Job Description



Post title: Economic Adviser (A4432)

Responsible to: Principal Innovation & Economy Manager
Principal Strategy & Economy Manager

Responsible for: Staff as allocated

Evaluation: 700 Points **Grade:** N11

Job purpose: To support the Combined Authority in strengthening relationships with the business community, to grow the key sectors of the economy and to maximise inward investment into North of Tyne.

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 lead or participate in projects and assignments as required.
2. To provide advice for executive and other committees regarding the relationship of the North of Tyne with businesses.
3. To develop and implement a co-ordinated approach to member development to support their leadership role.
4. To co-ordinate the Combined Authority's approach to growing key sectors in the Region and inward investment enquiries.
5. To develop policy and provide advice and guidance in strengthening relations with businesses.
6. To co-ordinate the Combined Authority's response to initiatives and investment proposals from existing businesses.
7. To work with officers across the North of Tyne to establish an effective performance management framework to ensure the business relations objectives are achieved.

8. To support the professional development of staff through coaching and mentoring as required.
9. To ensure, so far as is practicable, that the role of businesses is appropriately reflected in all directorate policies, service plans and activities.
10. To manage staff as allocated in line with Combined Authority procedures to ensure effective service delivery.
11. To collaborate with partners across the region to ensure a co-ordinated approach to businesses.
12. Liaise with the universities, other public-sector agencies and landowners and work with potential inward investors to increase the number of companies choosing to invest in the Region and to maximise investment from existing companies
13. To research, network and represent the Combined Authority nationally and regionally, so that the North of Tyne identifies and learns from best practice in other organisations.
14. To promote and implement the Combined Authority's Equality Policy in all aspects of employment and service delivery.