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| **Job Description** |
| **Post title** | Community Economic Development Officer |
| **JE Reference No** | N6545  |
| **Grade** | 8 |
| **Service** | Regeneration, Economy & Growth |
| **Service Area** | Development & Housing – Economic Development |
| **Reporting to** | Community Economic Development Manager |
| **Location** | Your normal place of work will be Green Lane, Spennymoor but you may be required to work at any Council workplace within County Durham.  |
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| **DBS** | This post **is not** subject to a disclosure. |
| **Flexitime** | This post **is** eligible for flexitime. |
| **Politically restricted** | This post **is not** designated as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State. |

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| **Description of role** |

The post holder will be responsible for the delivery of physical regeneration and economic development projects and will also be required to engage and provide business support to the retail sector in our towns and village centres, in line with the following objectives:-

* Identify, develop and implement physical regeneration projects.
* Identification of area specific economic development priorities, particularly within our town and village / retail centres.
* Develop project solutions in line with identified priorities.
* Identify and engage with internal and external agencies to assist in the delivery of comprehensive regeneration solutions.

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| **Duties and responsibilities** |

Listed below are the responsibilities this role will be primarily responsible for:

* To identify physical regeneration projects.
* Develop, implement and manage delivery of projects.
* Work collaboratively with internal teams and external organisations to ensure effective project delivery.
* To develop and produce project briefs and reports.
* Support and advise the retail business community and community organisations in securing and directing financial resources.
* To represent the sections interests in partnership forums where appropriate.
* To maintain a broad awareness of policies, programmes and best practice relevant to community economic development and specifically the retail sector.
* To liaise, advise and report to Elected Members, Council Committees and senior management where required.
* To develop and maintain constructive relationships with stakeholders with regard to the priorities of the service and provide advice and support to retail business.

* To represent, where necessary, the Community Economic Development Manager or Team Leader.

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| **Organisational responsibilities** |

* **Values and behaviours**

To demonstrate and be a role model for the council’s values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

* **Smarter working, transformation and design principles**

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

* **Communication**

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

* **Health, Safety and Wellbeing**

To take responsibility for health, safety and wellbeing in accordance with the council’s Health and Safety policy and procedures.

* **Equality and diversity**

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

* **Confidentiality**

To work in a way that does not divulge personal and/or confidential information and follow the council’s policies and procedures in relation to data protection and security of information.

* **Climate Change**

To contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.

* **Performance management**

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council’s Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

* **Quality assurance (for applicable posts)**

To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

* **Management and leadership (for applicable posts)**

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council’s values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

* **Financial management (for applicable posts)**

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

*The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.*

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| Person specification |
|  | Essential | Desirable |
| Qualifications | * NVQ Level 4 or equivalent
 | * Educated to degree level
* Evidence of continual professional development.
* Project management qualification.
* Information Advice & Guidance (IAG)

Level 4 |
| Experience | * Experience in developing and delivering physical regeneration and economic development projects.
* Experience of working with public sector partners, the voluntary / community sectors and business sector
* Experience of identifying, working collaboratively and leading multi-disciplinary project groups.
 | * Project management experience of delivering externally funded projects
* Experience of managing and working to budget.
* Experience of supporting the retail sector
* Experience of area based regeneration and service coordination to address local priorities.
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| Skills & Knowledge | * Knowledge of economic activity and its influences.
* Ability to plan, formulate, manage and monitor projects.
* Ability to work as part of a team.
* Analytical skills to translate and present information into simple terms.
* Excellent written and verbal communication skills including the ability to produce and present reports and briefings to meetings involving other directorates, officers, agencies or organisations.
 | * Knowledge of organisational policies, practices and procedures gained in an equivalent setting.
* Knowledge of economic development within a retail centre.
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| Personal Qualities | * Strong commitment to customer care, service delivery, best value and continuous improvement.
* Politically aware.
* Ability to handle heavy workloads under pressure and meet tight deadlines.
* Have a flexible approach to working in a large organisation.
* Access to a car or means of mobility support (if driving then must have a current valid driving licence and appropriate insurance).
* You will be required to work occasional unsociable hours / weekends as required.
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