



JOB DESCRIPTION

DEVELOPMENT, NEIGHBOURHOODS & REGULATORY SERVICES DEPARTMENT

JOB TITLE: Economic Growth Assistant

DIVISION: Development & Growth

GRADE: Band 7

RESPONSIBLE TO: Principal Economic Growth Officer

POST REFERENCE NO: 103395

Purpose of Post

To provide assistance to the Economic Growth Team.

Relationships

- Reports to the Principal Economic Growth Officer;
- Liaises with Economic Growth Officers and other members of the Economic Growth Team.

Main Duties and Responsibilities

1. To assist with the effective and efficient delivery of the Economic Growth service including:
 - Support for indigenous businesses;
 - Inward investment;
 - Site/premises development;
 - Marketing and promotion;
 - Research into local, sub-regional, regional and national business and economic development initiatives and trends.
2. To take enquiries from local businesses and pass onto Economic Growth Officers.

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3. To assist with arranging business events and meetings including scheduling dates/times, booking venues, sending out invites, managing attendees, recording minutes and sending out post-event communications.
 4. To assist in the business grants offered by Hartlepool Borough Council by maintaining files, preparing applications for panel, arranging payments, monitoring work and completing the post grant assessment questionnaires.
 5. To assist in the development of promotional literature relating to the work of the team.
 6. To maintain the online database of vacant business premises available in the town.
 7. To produce a monthly e-newsletter promoting business services and events to Hartlepool businesses.
 8. To maintain the team's administrative systems for client relationship management and lead on their ongoing development.
 9. To maintain content on the team's websites and social media channels, supporting with their ongoing development.
 10. Monitor the town's industrial estates and business parks reporting any issues in respect of infrastructure and changes in business occupants.
 11. To assist the Principal Economic Growth Officer and Economic Growth Officers in delivering business support programmes and projects.
 12. Undertake one off projects as and when required by the Economic Growth Manager.
 13. To undertake any other duties of a related nature which might reasonable be required and allocated by the Economic Growth Manager.

Developments

The work of all Local Government departments changes and develops continuously which in turn requires post holders to adapt and adjust. The functions/ responsibilities above should not therefore be regarded as permanent but may change as appropriate to the grading of the post. Any major changes will involve discussion and consultation with the post holder and where necessary, with a trade union representative.