# Economic Development Officer

## Job Description

Reports to: Team Leader, Corporate Funding programmes
Direct reports: N/A
Evaluation: **601** points
Grade: **N9**
Reference: **AA3475**

## Purpose

To work closely with internal and external stakeholders, including businesses, to develop the Council's policies, programmes and projects to promote the local and inclusive economy.

## Main Duties

These are some of the typical duties you will be expected to perform. This is not exhaustive, and you may need to complete similar tasks as required.

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 develop policies on the inclusive economy, including leading cross-directorate work as required.

3. To lead, develop and manage allocated projects or contracts to promote both the inclusive economy, skills and local business growth.

4. To negotiate agreements with developers, contractors and others in the private, voluntary and community and public sectors, as appropriate.

5. To develop business cases, including bidding for relevant funding, and where appropriate lead cross-directorate working to achieve this.

6. To manage allocated budgets, and to develop and maintain appropriate performance monitoring and reporting processes, in line with the Council's financial regulations and procedures, and those of external bodies, where applicable.

7. To promote and implement our *Diversity, Equality, Equity, and Accessibility* policy in all aspects of your employment.

8. To help maintain a healthy, safe, and secure environment and to adhere to our policies and procedure.