

Job description

Job title: Economic Development Officer
Grade: Grade 9
Job evaluation reference: BA6072
Job family: Business, Policy & Administration

Purpose and impact

1. To contribute to enabling clean, inclusive, sustainable, and good quality economic growth – in short, supporting good jobs – across the whole Council area, bringing improved standards of living, quality of life, health, and wellbeing for Dorset residents.
2. To support the development and delivery of Dorset's Economic Growth Strategy, and relevant parts of other corporate plans and strategies.
3. To deliver project and service development, commissioning and delivery: leading simpler activities and supporting more complex activity, using matrix management where directed.
4. To develop and apply experience and expertise in one or more specialisms including account management, skills and labour market support, funding, business case development, project management, policy and strategy development, and regeneration.

Key responsibilities

5. To support the development of Dorset's Economic Growth Strategy. This may include data collection and interpretation, development of a robust evidence base, drafting reports and briefings, and facilitating consultation.
6. To support the development of relevant parts of other corporate plans and strategies – including the Dorset Council plan and delivery plan, local plan, and Natural Environment, Climate and Ecology strategy and action plan – providing subject matter expertise for other areas of the Council.
7. To lead on small sized, low-risk project development, business case development, bid development, commissioning, and procurement of projects and support larger and higher risk projects.
8. To lead on project and contract management of small sized, low-risk projects – using appropriate project and contract management processes and tools – and support larger and higher-risk projects.
9. To represent the Council and/or the Council's Economic Growth and Regeneration Service at events.
10. To keep up to date with relevant policy, best practice, and legislative changes to allocated outcome areas and contribute to solutions and changes to services to meet the new requirements.



11. To provide support to colleagues to meet Service needs as required, including peaks in demand, events, and cover for vacant posts.
12. To ensure effective control of allocated project and/or service budgets and delivery of high-class services, occasionally to challenging deadlines.
13. To cooperate with other in-house and external technical staff in the delivery of allocated projects and/or services, from inception to completion.
14. To undertake technical activities, in the planning, programming and production of projects or services, working to meet agreed priorities, occasionally under challenging deadlines.
15. To input to financial and administration systems, ensuring accurate data for each allocated project, activity, or task.
16. To prepare information for public inquiries, arbitrations, adjudications and similar events.
17. Where directed, support public consultation, maintaining good relations with other staff and members of the public covering the area of responsibility, and deal effectively with the outcomes where relevant.
18. To provide technical input in meetings with Councillors, businesses and residents on work related issues, dealing effectively with the outcomes.
19. Any other lesser or comparable duties as required.

NB: The duties and responsibilities of this post are not restrictive, and the post holder may be required on occasion to undertake other duties. This will not substantially change the nature of the post.

Supervision and management

Reporting to: Service Manager, Growth & Economic Regeneration

Responsibility for: There will be no direct management responsibility for this role, but the post holder will be required to participate in and support a range of project groups, sometimes under matrix management arrangements, as required.

Other factors

20. Responsible for PC, handheld communication device (eg. mobile phone) and associated equipment and other specialised technical equipment as and when required.
21. Office/hybrid based, but regular requirement to travel to other offices and site visits.
22. Some stakeholder site visits to assess needs, concerns and opportunities.
23. Occasionally the post requires working in potentially dangerous environments, such as buildings or construction sites with some lone working.



24. Site visits may require a degree of dexterity (agricultural, industrial and marine workplaces, walking across all types of countryside etc) and close to traffic, with exposure to traffic fumes and construction hazards.
25. General tasks, offering advice, guidance and detailed assessments, dealing with occasional complex, controversial, or politically sensitive issues.
26. Conflicting demands and interruptions are an occasional feature of the post, including addressing stakeholder problems or other projects at various stages.
27. Occasionally confrontational and verbally aggressive situations arise with community representatives, contractors and external stakeholders seeking to resolve difficulties.

Our values

Our values act as guiding principles, defining what we believe is important in the ways we work together. Our values are Respect, Together, Accountability, Openness and Curiosity. You will need to be able to demonstrate these values in action through the way you work, regardless of your role within the organisation. Information about our values can be found on our website.



Person specification

Your application will be assessed based on your demonstration of how you fulfil the following criteria; you should include clear examples of how you meet these criteria within your application form and during the assessment process.

Essential

Essential criteria are the minimum requirement for the above post and will be assessed through a combination of your application form, assessment, interview and references (as specified below). We will require evidence of the qualifications, training or registrations listed below.

Qualifications, training or registrations Required by law or essential to the performance of the role or both	Assessed through:
1. BTEC Higher National Certificate (HNC or HND) or acceptable equivalent alternatives or comparable sound specialist knowledge and relevant experience	Application form
2. Level of literacy and numeracy evidenced by GCSE's or A Levels/NVQ Level 4 in relevant subjects OR able to demonstrate equivalent qualification	Application form
Experience	
3. Some post qualification experience of working within an economic development or related field in one or more of the following areas: economic growth policy and strategy development, inward investment and place marketing, account management, planning and development management, skills and labour market development, funding and bid writing, project management, contract management and regeneration	Application form Interview Assessment
4. Experience of playing a supporting role in successful project development including securing funding	Application form Interview Assessment
5. Experience of assisting with commissioning and procurement activity	Application form Interview Assessment
6. Experience of assisting with programme and project management	Application form Interview Assessment
7. Experience of drafting reports, preferably on complex and contentious issues	Application form Interview Assessment
Knowledge	
8. Application form Interview Assessment	Application form Interview Assessment
9. Some knowledge of project management procedures and requirements	Application form Interview Assessment
10. Knowledge of how to understand local political, social, economic and technological needs and priorities	Application form Interview Assessment
11. Strategic knowledge and understanding of economic development	Application form Interview Assessment



12. Awareness of short and medium-term issues and trends likely to impact Dorset's economic development	Application form Interview Assessment
13. Knowledge of the use of IT within the area of responsibility	Application form Interview Assessment
Skills and abilities	
14. Good communication skills, both written and oral	Interview Assessment References
15. Good numeric skills	Interview Assessment References
16. Good time management with ability to meet deadlines	Interview Assessment References
17. Able to work effectively with external stakeholders	Interview Assessment References
18. Able to work within a team environment with ability to advise others	Interview Assessment References
19. Adaptable to change	Interview Assessment References
20. Creative thinking and organisational problem-solving skills	Interview Assessment References
21. Considerable knowledge across area of responsibility	Interview Assessment References
Our values	
22. Respect	Interview Assessment
23. Together	Interview Assessment
24. Accountability	Interview Assessment
25. Openness	Interview Assessment
26. Curiosity	Interview Assessment
Other	
27. Able to fulfil the travel requirements of the post.	

Desirable

Desirable criteria will be used in the event of multiple applicants meeting the minimum essential requirements and if applicable, will be assessed through a combination of your application form, assessment, interview and references (as specified below). If you meet the desirable criteria, we will require evidence of the qualifications, training or registrations listed below.

Qualifications, training or registrations	Assessed through:
28. To hold (or be working towards) membership of an economic development or related professional organisation	Application form



Dorset
Council



Experience	
29. Stakeholder consultation experience within area of responsibility	Application form Interview Assessment
30. Experience of working in a political environment and local government processes	Application form Interview Assessment
31. Experience of successful strategy development	Application form Interview Assessment
Knowledge	
32. Clear understanding of project management and stakeholder consultation principles	Application form Interview Assessment
33. Knowledge of project programming and budgetary control	
Skills and abilities	
34. Confident manner, able to self-motivate	Interview Assessment References
35. Ability to co-operate with others	Interview Assessment References
36. Ability to formulate practical solutions	Interview Assessment References
37. Familiar with a range of computer programmes	

Approval

Manager's job title: Service Manager, Growth & Economic Regeneration
Date: February 2024

