



## APPLICATION FOR EMPLOYMENT

Thank you for the interest you have shown in the vacancies within Stockton on Tees Borough Council.

Completed forms can be e-mailed to [recruitment@xentrall.org.uk](mailto:recruitment@xentrall.org.uk) or posted to **Xentrall Recruitment Services, PO Box 891, Stockton on Tees, TS19 1JT**, marking the envelope in the top left hand corner with the post reference number.

In accordance with our recruitment procedures, your application will only be considered if it is received on or before the closing date as shown in the advertisement.

In the interests of economy, applications received via the post are not automatically acknowledged. If you require confirmation that your application has been received please enclose a stamped addressed envelope or telephone 01642 526992.

If you have not been contacted within 4 weeks of the closing date for receipt of applications, please assume that on this occasion your application has not been successful.

## **Principal Economic Development Officer**

**Vacancy ID: 011198**

Salary: £36,876 - £38,813 Annually

Closing Date: 23/08/2020

### **Benefits & Grade**

Grade M

### **Contract Details**

Permanent

### **Contract Hours**

37 hours per week

### **Job Description**

The Economic Development Team carry out a number of functions including Business Engagement and Support, Enterprise assistance and education and employability.

The team is about to embark on an exciting shift in focus by taking a more pro-active role in inward investment and business growth across the Borough including working alongside other teams to explore and undertake direct interventions and developing plans for a more inclusive economy. Also, the team have a significant role to play in providing business intelligence so that interventions, direct or otherwise, are evidence led.

This is fantastic opportunity to join an Economic Development Team in a Borough that is at the heart of the Tees Valley economy.

An online application form and further information is available from [www.stockton.gov.uk/jobs](http://www.stockton.gov.uk/jobs).

Please ensure you refer to the Job Description and the essential and desirable criteria in the Person Specification when completing the Personal Statement on the application form, as this information is used to select candidates for interview.

If you would like an informal discussion about the post, please contact Chris Renahan, Inclusive Growth and Development Manager, on 01642 526025.

The application form is available in alternative formats from Xentrall Recruitment Services, tel: 01642 526992 or email [recruitment@xentrall.org.uk](mailto:recruitment@xentrall.org.uk)

Stockton-on-Tees Borough Council ensures that all customers, both internal and external receive a consistently high quality level of service.

 <b>Stockton-on-Tees</b> BOROUGH COUNCIL		<b>JOB DESCRIPTION</b>
<b>Directorate:</b>  <b>Finance, Development &amp; Business Services</b>		<b>Service Area:</b>  <b>Inclusive Growth &amp; Development</b>
<b>JOB TITLE: Principal Economic Development Officer</b>		
<b>GRADE: M</b>		
<b>REPORTING TO: Economic Development Manager</b>		
<b>1.</b>	<b>JOB SUMMARY:</b>  To take the lead in providing advice and guidance to established and emerging businesses. This includes the identification and initiation of proposals to boost the local economy and to engage collaboratively with key partners to deliver successful economic outcomes. To lead on the development and delivery of economic development programmes and projects and to assist with encouraging, supporting and developing inward investment opportunities. To lead on the provision and pursuit of business intelligence as required. The post holder is responsible for the provision of advice and guidance to support business to start, grow and prosper.	
<b>2.</b>	<b>MAIN RESPONSIBILITIES AND REQUIREMENTS</b>	
1	To lead on the effective relationships with key stakeholders in the business sector to ensure an appropriate level of Council support and to identify risks and opportunities for growth	
2	To take responsibility for the case management and sign-posting of business related activities including the provision of advice and guidance on funding, premises and start-up and access to services provided by the council and its key partner agencies	
3	To lead in the development and delivery of economic development projects in a range of settings, including the preparation and presentation of funding bids as required	
4	To lead and participate in programme and project delivery in accordance with defined governance arrangements ensuring that best practice is maintained in implementation through all aspects of delivery, review, consultation and communication	
5	To take responsibility to capture, interrogate and analyse data and intelligence to inform service improvement & Council decision making	
6	To market and manage occupancy of Council owned business & enterprise facilities	
7	To lead with external parties including private sector, third sector, educational and other agencies and partners on the development of economic development activities	

8	To effectively manage and monitor relevant budgets in accordance with the Council's policies and procedures and generate additional funding support through the preparation of bids and applications
9	To actively collaborate with others including other Council services, partner agencies, government bodies, the private sector and other relevant organisations as required
10	To support the wider economic growth and development of the service, council, tees valley and support Tees Valley Combined Authority to be successful
11	To lead in the preparation and presenting of reports to Management, Cabinet, committees and boards as required
12	To have a sound knowledge of statutory powers and guidelines governing your work area

### 3. GENERAL

**Job Evaluation** - This job description has been compiled to inform and evaluate the grade using the NJC Job Evaluation scheme as adopted by Stockton Council.

**Other Duties** - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

**Workforce Culture and supporting behaviours and Code of Conduct** – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.

**Shaping a Brighter Future** – The post holder will embrace the Council's "Shaping a Brighter Future" programme.

**Personal Development** – As defined by the Council's Culture Statement, all employees will take responsibility for their own development

**Customer Services** – The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.

**Policies and Procedures** – The post holder is required to adhere to all Council Policies and Procedures.

**Health and Safety** – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

**Safeguarding** – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council's Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.



## PERSON SPECIFICATION

Job Title/Grade	<b>Principal Economic Development Officer</b>	<b>M</b>
Directorate / Service Area	<b>Finance, Development &amp; Business Services</b>	<b>Inclusive Growth &amp; Development</b>
Post Ref:	<b>POS010885</b>	

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>MEANS OF ASSESSMENT</b>
Qualifications	<ul style="list-style-type: none"> <li>- Educated to degree level or equivalent in a relevant subject area.</li> <li>- Membership of relevant professional body or equivalent demonstrable level of relevant work related experience.</li> </ul>	<ul style="list-style-type: none"> <li>- Demonstration of continuous professional development in leadership and management.</li> </ul>	Application form
Experience	<ul style="list-style-type: none"> <li>- Significant experience in leading on the provision of relevant high quality information, advice and guidance to new and existing businesses.</li> <li>- Experience in developing, delivering and managing business and enterprise support projects and programmes</li> <li>- Experience of successfully leading on supporting businesses of all sizes across a range of sectors.</li> <li>- Experience of managing and delivering an account management approach to business support.</li> <li>- Experience in making presentations in a public setting and at board/committee meetings.</li> </ul>	<ul style="list-style-type: none"> <li>- Experience of promoting positive cultural change.</li> <li>- Experience of implementing improvements to services and demonstrating outcomes.</li> <li>- Experience of preparing positive media messages.</li> <li>- Experience of carrying out consultation involving Members of the Council, external agencies, businesses and the community.</li> </ul>	Application / Interview

	<ul style="list-style-type: none"> <li>- Experience of working in partnership across the public and private sectors.</li> </ul>		
Knowledge & Skills	<ul style="list-style-type: none"> <li>- A good understanding of the relevant policies and issues associated with inclusive growth and economic development.</li> <li>- A good understanding of business needs and the factors impacting on business creation, growth and success</li> <li>- Ability to participate effectively within a structured programmes and projects governance framework.</li> <li>- Ability to communicate effectively and build positive relationships with senior business leaders, agency and partner senior managers.</li> <li>- Ability to capture, interrogate, analyse and interpret complex data and information from a range of sources and use it effectively to inform service priorities and improvements</li> <li>- Ability to appoint and oversee business support providers and technical consultants</li> <li>- Ability to work flexibly and adapt to changing work priorities.</li> <li>- An understanding of the funding and financial issues relevant to the development of projects.</li> <li>- A good knowledge and the practical application of technology applications in Word, Excel, Power Point, Project, Internet, social media, some graphics work and client relationship management systems.</li> </ul>	<ul style="list-style-type: none"> <li>- Ability to support a team of professional staff engaged in the particular service area for the Authority.</li> <li>- Ability to develop and implement service policies and strategies within a political environment.</li> <li>- Ability to demonstrate customer sensitivity and awareness.</li> </ul>	Application / Interview
Specific behaviours relevant to the post	<ul style="list-style-type: none"> <li>- Demonstrate the Council's Behaviours which underpin the Culture Statement.</li> <li>- Ability to be innovative in responding to changing situations.</li> <li>- A pleasant and positive personality, with enthusiasm and the ability to inspire others.</li> </ul>	<ul style="list-style-type: none"> <li>- Ability to participate in all aspects of project development and delivery and a positive attitude to dealing with issues and risks.</li> </ul>	Application / Interview

	<ul style="list-style-type: none"> <li>- The ability to communicate both orally and in writing with a wide range of people and organisations.</li> <li>- High personal standards and self-discipline in working unsupervised and to deadlines.</li> <li>- Ability to work as part of a team involving people from a wide range of backgrounds including residents, businesses, external partners and Members.</li> <li>- Ability to benefit from training relevant to the post.</li> <li>- Confidence to work independently dealing with project issues across the inclusive growth and development discipline</li> <li>- Ability to manage sensitive and confidential information, and knowledge of data protection and data security, where relevant.</li> </ul>		
<p>Other requirements</p>	<ul style="list-style-type: none"> <li>- Must be able to vary working hours to incorporate evening and weekend meetings as required</li> <li>- Due to the frequent need for travel across the borough and the need to meet business targets, the need to drive a car is a requirement of this post</li> </ul>		

**Person Specification dated: May 2020**

## **Conditions of Service**

### **General**

Conditions of service will vary from service to service. However, there are some general points to cover.

Conditions of service generally are those contained in the appropriate National Joint Council Schemes but have been supplemented in a number of areas by locally agreed conditions. The relevant Handbooks are available for reference in all departments.

### **Office Hours**

The normal working week is 37 hours. Council offices are generally open to the public from 8.30 a.m. to 5.00 p.m. (4.30p.m. on Friday). The majority of office staff are able to take part in the Councils flexible working hours scheme. Elsewhere, fixed hours or shift working may be operated according to the needs of a particular service.

### **Annual Leave**

The basic annual leave entitlement is 26 days plus 8 public holidays. Employees with 5 years continuous service receive 31 days annual leave.

### **Sick Pay**

Most employees are covered by the provisions of the nationally agreed sick pay schemes which allow periods of absence on half pay and full pay according to length of service.

### **Pension**

You will automatically be entered into the Local Government Pension Scheme (LGPS) unless you choose to opt out. This is a contributory pension scheme and meets Government standards for automatic enrolment. If you do not opt out within three months of joining the LGPS, you will not be eligible to receive a refund of your contributions but will instead be given deferred benefits within the Scheme. If you decide to opt out of the Scheme your employment, earnings and age will be monitored in line with automatic enrolment guidelines.

### **Medical Examination**

Before commencing your employment, you will need to complete a medical questionnaire and may be subject to a medical examination.

### **Probation**

New entrants to Local Government will be required to complete a six month probationary period.

### **Equal Opportunities**

The Council is working towards an environment where all employees, residents and service users receive equal treatment regardless of gender or gender reassignment, marital or civil partnership status, sexual orientation, age, disability, race, religion or belief, social origin, pregnancy and maternity.

### **Job Sharing**

A voluntary Job Sharing Scheme is in operation. Applications to job share are welcome and there is no requirement for you to apply with a partner.

### **Payment of Salaries**

Salaries are paid monthly on the last working day of the month. All payments are made by credit transfer direct to a nominated bank or building society.

### **Smoking Policy**

The Council operates a No Smoking Policy.

### **Politically Restricted Posts**

The Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 designate certain posts as politically restricted. If this is the case it will be detailed on the job description and means that you would be disqualified from being a member of a Local Authority, the House of Commons or of the European Parliament. Further information is available upon request.

**Rehabilitation of Offenders Act 1974**

Having a criminal record will not necessarily bar you from working for the Council. This will depend on the nature of the post and the circumstances and background of your offence(s). To assist the Council in determining the suitability of your employment, certain posts are subject to a DBS check. If this is the case an appropriate statement will appear in the recruitment advertisement.