



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 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.

Economic Development Officer

Vacancy ID: 011200

Salary: £30,507 - £32,878 Annually

Closing Date: 23/08/2020

Benefits & Grade

Grade K

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.

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

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

 Stockton-on-Tees BOROUGH COUNCIL		JOB DESCRIPTION
Directorate: Finance, Development & Business Services		Service Area: Inclusive Growth & Development – Economic Development
JOB TITLE: Economic Development Officer		
GRADE: K		
REPORTING TO: Economic Development Manager		
1.	JOB SUMMARY: To provide advice and guidance to established and emerging businesses and to participate in the development and delivery of business growth programmes and projects. Also, to support the inward investment agenda by providing and seeking business intelligence.	
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS	
1	To maintain 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 partner agencies	
3	To participate 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 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, monitoring, review, consultation and communication	
5	To capture, interrogate and analyse data and intelligence to inform service improvement & Council decision making, in particular, for the purpose of supporting inward investment and development.	
6	To market and manage occupancy of Council owned business & enterprise facilities	
7	To liaise and consult with clients, business support providers, consultants, stakeholders, community groups, businesses and other interested parties	

8	To actively collaborate with others including other Council services, partner agencies, government bodies, the private sector and other relevant organisations as required
9	To assist in the preparation and presenting of reports and briefing papers to Management, Cabinet, committees and boards as required
10	To take reasonable care of your own health and safety and co-operate with management, so far as necessary, to enable compliance with the Authority's health and safety rules and legislative requirements
11	To adopt, utilise and demonstrate Customer Service Excellence principles.
12	To undertake such other duties and responsibilities commensurate with the grading and nature of the post

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	Economic Development Officer	K
Directorate / Service Area	Finance, Development & Business Services	Inclusive Growth & Development – Economic Development
Post Ref:	POS004991	

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	<ul style="list-style-type: none"> - Educated to degree level or equivalent in a relevant subject area or equivalent demonstrable level of directly relevant work related experience. 	<ul style="list-style-type: none"> - Membership of relevant professional body 	Application form
Experience	<ul style="list-style-type: none"> - Provision of relevant high quality information, advice and guidance to new and existing businesses. - Managing business support projects and programmes - Supporting businesses of all sizes across a range of sectors on an account management basis 	<ul style="list-style-type: none"> - Experience in consultation techniques involving Members of the Council, external agencies, businesses and the community. 	Application / Interview

<p>Knowledge & Skills</p>	<ul style="list-style-type: none"> - An understanding of the relevant policies and issues associated with inclusive growth and economic development. - A good understanding of the factors impacting on business creation, growth and success and the provision of business support through an account management process. - 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 - Ability to work flexibly and adapt to changing work priorities. - A good knowledge and the practical application of technology applications in Word, Excel, Power Point, Project, Internet, some graphics work and client relationship management systems. 	<ul style="list-style-type: none"> - Ability to participate effectively within a structured programmes and projects governance framework. - Ability to appoint and oversee business support providers and technical consultants. - An understanding of the funding and financial issues relevant to the development of projects. 	<p>Application / Interview</p>
<p>Specific behaviours relevant to the post</p>	<ul style="list-style-type: none"> - Demonstrate the Council's Behaviours which underpin the Culture Statement. - Ability to be innovative in responding to changing situations. - A positive attitude to dealing with issues and risks. - A pleasant and outgoing personality, with enthusiasm and the ability to inspire others. - The ability to communicate clearly both orally and in writing with a wide range of people and organisations. - High personal standards and self-discipline in working unsupervised and to deadlines. - Ability to work as part of a team involving people from a wide range of backgrounds 	<ul style="list-style-type: none"> - Willingness to participate in all aspects of project development and delivery. - Ability to manage sensitive and confidential information, and knowledge of data protection and data security, where relevant. - Confidence to work independently dealing with project issues across the economic growth discipline. 	<p>Application / Interview</p>

	<p>including residents, businesses, external partners and Members.</p> <ul style="list-style-type: none">- Ability to benefit from training relevant to the post.		
Other requirements	<ul style="list-style-type: none">- Must be able to vary working hours to incorporate evening and weekend meetings as required- 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.		

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.