

 Stockton-on-Tees BOROUGH COUNCIL		JOB DESCRIPTION
Directorate: Finance, Development & Business Services		Service Area: Inclusive Growth & Development – Economic Development
JOB TITLE: Economic Intelligence Officer		
GRADE: K		
REPORTING TO: Economic Development Manager		
1.	JOB SUMMARY: To provide economic intelligence and data analysis and participate in the development and implementation of inclusive growth strategies and plans as required.	
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS	
	1.	To capture, interrogate and analyse data and intelligence to inform the Council's strategic approach to inclusive growth, economic development, service improvement and broader Council decision making
	2.	To identify opportunities and develop projects through the preparation and presentation of intelligence to maximise funding opportunities and provide support in the submission of funding bids as required
	3.	To develop and maintain effective relationships and identify joint working opportunities with others including other Council services, Development Agencies, government bodies, the private sector and other relevant organisations to facilitate economic growth and development.
	4.	To participate in programme and project delivery in accordance with defined governance arrangements ensuring best practice is maintained through all aspects of delivery, monitoring, review and communication.
	5.	To undertake research and data analysis to inform and create strategic intervention plans for all areas of the service.
	6	To support the team to develop strategic engagement and support plans for key businesses in the borough
	7.	To work across the wider service area and provide support in the preparation of strategic documents.
	8.	To assist in the preparation and presentation of briefing papers and reports to Management, Cabinet, committees and boards as required
	9.	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
	10	To adopt, utilise and demonstrate Customer Service Excellence principles.

	11	To undertake such other duties and responsibilities commensurate with the grading and nature of the post	
3. GENERAL <p>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.</p> <p>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.</p> <p>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.</p> <p>Shaping a Brighter Future – The post holder will embrace the Council’s “Shaping a Brighter Future” programme.</p> <p>Personal Development – As defined by the Council’s Culture Statement, all employees will take responsibility for their own development</p> <p>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.</p> <p>Policies and Procedures – The post holder is required to adhere to all Council Policies and Procedures.</p> <p>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.</p> <p>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.</p>			
		Name:	Signature:
		Date	
Job Description written by: (Manager)			
Job Description agreed by: (Post holder)



PERSON SPECIFICATION

Job Title/Grade	Economic Intelligence Officer	K
Directorate / Service Area		Inclusive Growth & Development – Economic Development
Post Ref:		

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	Educated to degree level or equivalent in a relevant subject area or equivalent demonstrable level of directly relevant work-related experience.	Membership of relevant professional body	Application form
Experience	<ul style="list-style-type: none"> - Provision of relevant high-quality data intelligence and information. - Economic analysis 	<ul style="list-style-type: none"> - Experience in consultation techniques involving Members of the Council, external agencies, businesses and the community. - Experience of working in an Economic Development or Regeneration setting. 	Application / Interview

Knowledge & Skills	<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. - 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. - Excellent knowledge and the practical application of technology applications in Word, Excel, Power Point, Project, Internet, GIS, Power BI, some graphics work and client relationship management systems. - Ability to articulate intelligence and data to a wide range of audiences 	<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. 	
Specific behaviours relevant to the post	<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. 	<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. 	Application / Interview

	<ul style="list-style-type: none">- 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 including residents, businesses, external partners and Members.- 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 2021