

JOB DESCRIPTION

Job Title	Senior Economic Development Officer		
Directorate	Economic Development, Skills, and Climate		
Reporting to			
Grade	9		
Evaluation ref:	AG0187	Job ref:	Family PRC09
Role purpose			
<p>The Senior Economic Development Officer will play a pivotal role in driving economic growth and resilience within Somerset. This position involves providing specialist policy advice and coordination on economic growth issues, maintaining and developing knowledge of key trends affecting Somerset's business community, labour market, and economic competitiveness. The role requires the development of strategic plans for economic growth, including sector development, employment and skills, e-adoption, and business incubation. The officer will broker and facilitate strategic engagement with a wide range of partners, including the business community, to support policy development and service commissioning. Additionally, the role involves proposing priorities and targets for economic growth, monitoring and evaluating their delivery, and ensuring that commissioned services align with financial and performance frameworks. The postholder will also evaluate new policy legislation, provide policy expertise for strategy development, and manage consultancy services as required.</p>			
Accountabilities			
<ul style="list-style-type: none"> • Provide specialist policy advice and coordination on economic growth and resilience issues. • Maintain and develop specialist policy knowledge of key issues and trends affecting Somerset's business community, labour market, and economic competitiveness. • Develop strategic plans for economic growth, including sector development, employment and skills, e-adoption, and business incubation. • Broker and facilitate strategic engagement with a wide range of partners, including the business community. • Provide policy advice and guidance to senior managers to support the commissioning of services. • Propose relevant priorities and targets for economic growth and resilience for inclusion in strategic plans. • Monitor and evaluate the delivery of economic growth targets and performance. • Commission the delivery of projects and programmes related to economic development. • Ensure optimal alignment of internal and external resources for project delivery. • Actively monitor, review, and influence commissioned service delivery against financial and performance frameworks. 			

JOB DESCRIPTION

- Collect data and evidence to report outcomes and outputs from commissioned services.
- Evaluate the implications of new policy legislation and best practice guidance.
- Provide policy expertise for the development and review of Somerset strategies.
- Procure and manage consultancy services as required to deliver agreed projects.
- Coordinate and attend meetings with various stakeholders to provide information and explain policy issues.
- Uphold and promote the council's equality, diversity, and inclusion policies.
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Impact

Contacts & Relationships

1. Formal and informal contacts are likely to be at technical officer level up to senior manager and Member level, both internally and externally, to influence priorities and policy development. Contacts externally will include individuals, businesses, business organisations, interest groups, other Local Authorities, LEP partners and Government agencies.
2. Develops relationships with a variety of external public and private agencies. These will include local and regional government agencies to forge relationships that will enable the joint development of policy, strategic plans and commissioning work packages.
3. May involve commissioning and managing of consultancy contracts.
4. Chairs, attends and presents to a wide range of meetings, including internal officer meetings, external partnership meetings, meetings with developers and other stakeholders, committee meetings, site meetings, and may involve occasional evening meetings.

Resources

Allocates and manages the appropriate contracts of variable values.

Knowledge / Experience / Skills

	Essential	Desirable
Knowledge		
In-depth understanding of economic development principles and practices.	x	
Knowledge of local, regional, and national economic policies and strategies.	x	
Awareness of key issues and trends affecting the business community and labour market	x	

JOB DESCRIPTION

Understanding of strategic planning processes and frameworks.	x	
Familiarity with commissioning and procurement processes.		x
Knowledge of e-adoption and business incubation practices.		x
Experience		
Proven experience in economic development or a related field.	x	
Experience in developing and implementing strategic plans.	x	
Experience in providing policy advice and guidance to senior managers.	x	
Experience in engaging and collaborating with a wide range of partners.	x	
Experience in monitoring and evaluating project delivery and performance.	x	
Experience in managing consultancy services and contracts.		x
Qualifications / Registrations / Certifications		
Degree in Economics, Business, Public Administration, or a related field.	x	
Professional qualification in economic development or a related discipline.		x
Project management certification.		x
Training in strategic planning and policy development.		x
Certification in procurement and contract management.		x
Continuous professional development in economic development.		x
Skills		
Strong analytical and problem-solving skills.	x	
Excellent communication and interpersonal skills.	x	
Ability to develop and maintain effective partnerships.	x	
Strong project management and organisational skills.	x	
Ability to interpret and apply policy and legislation.	x	
Proficiency in data analysis and reporting.		x

JOB DESCRIPTION

Ability to manage multiple priorities and meet deadlines.		x
Working Conditions		
<p>This role involves working within a dynamic and supportive local authority environment. Candidates should be prepared for the following conditions:</p> <ul style="list-style-type: none"> • Work Hours: Standard working hours are 37, with occasional requirements for evening or weekend work to meet project deadlines or attend community events. • Location: The primary work location is County Hall, with opportunities for remote work as per organisational policies. • Travel: Some travel within the local area may be required for meetings, site visits, and community engagement activities. • Work Environment: The role involves working both independently and as part of a team, with access to modern office facilities and resources. • Health and Safety: Adherence to all health and safety regulations is mandatory, ensuring a safe working environment for all employees. 		
Dimensions of the role		
Working Arrangements		
Somerset Council's dynamic Working Strategy will be applied to this position.		
Corporate Accountabilities		
<ul style="list-style-type: none"> • Ensure compliance with all relevant legislation, organisational policy, and professional codes of conduct to uphold standards of best practise. • Deliver the aims of the council's equality, diversity and inclusion policies; health, safety and wellbeing of self and others; and Organisational values in everything you do, ensuring team members are also aware of their responsibilities and maintaining their understanding that Equality and Diversity practice covers both interaction with staff, service users and communities and includes challenging discrimination and promoting equality of opportunity for all. 		

Date: 20/01/2025