

JOB PROFILE ECONOMIC DEVELOPMENT ASSISTANT	GRADE: E (March 2021)
<p>Job Purpose</p> <ul style="list-style-type: none"> • Reporting to an Economic Development and Regeneration Officer, support the delivery of the aims and objectives of Tamworth Borough Council and the Growth and Regeneration Service Business Plan. • To assist the development and implementation of Tamworth’s Economic Development and Regeneration strategies, projects and policies with particular emphasis around the themes of business engagement, enterprise, business support, inward investment, skills and marketing and promotion. 	<p>Experience</p> <ul style="list-style-type: none"> • Experience of working in one of the following: economic development, tourism, town centre management, business support, inward investment, regeneration strategy, regeneration delivery; town planning; local government; partnership working. • Experience in successful project delivery and communicating with businesses. • Experience in contacting and advising businesses. • Experience of processing business related data and information. • Experience of public sector grants processes • Experience of dealing with multiple external stakeholders.
<p>Functional Responsibilities</p> <ul style="list-style-type: none"> • To support the development and delivery of relevant strategies and delivery/action plans associated with economic growth and regeneration with particular emphasis on business support and place investment. • To support activity with and by other Council Services and external partners that leads to coordination of activities that results in better outcomes for the local economy. • To actively engage with local businesses, relevant organisations, groups and individuals and develop effective collaborative partnerships. • To support the development and delivery of business support programmes for commercial businesses in all stages of growth. • In response to business enquiries provide advice and signpost to other organisations and sources of information. • Working with others, develop and implement marketing and communication strategies including websites and social media to promote start up, enterprise, growth and inward investment. • Work with internal council services, other agencies and businesses to develop, implement and promote projects. • To support Council led grants processes focused on supporting the economy. • To support the development and delivery of commissions that increase the Councils knowledge and understanding of the local economy. • Conduct annual benchmarking activities and any other required business consultation assisting in the production of reports where applicable. • Support funding bid submissions for projects under local, regional and national funding schemes and financially manage any successful bids where appropriate in liaison with the Economic Development and Regeneration Manager. 	<p>Knowledge, Skills and Abilities</p> <ul style="list-style-type: none"> • Knowledge of Economic Development and Regeneration practices, legislation and policy • Knowledge of national / regional / local organisations involved in economic development and regeneration • Awareness of business development needs and methods of business engagement • Knowledge of relevant IT systems and software • Ability to use a variety of presentation and display equipment, Keyboard and IT software and systems • Ability to use social media and basic knowledge of website content editing. • Ability to interpret data; high-level literacy and numeracy; good report writing and presentation skills. • Ability to support and contribute effectively at meetings. • Developed influencing and negotiating skills. • Articulate and able to assimilate and impart information on a range of issues, using own initiative • Ability to understand the needs of businesses, partners and stakeholders • Ability to keep accurate records according to agreed systems • Strong listening skills • Ability to interact with people at a variety of levels and settings, including negotiating skills. • Excellent organisational and interpersonal skills • Consistent attention to detail • Ability to work on own initiative, operate effectively as a team member and work in partnership with other officers from the Council and external organisations

<ul style="list-style-type: none"> • Contribute to the implementation of specific initiatives to improve and develop the local economy. • Undertake all corporate requirements on health & safety, equal opportunities, data protection, safeguarding, risk management and financial regulations • Represent the council at external meetings as required • Deputise for the Economic Development and Regeneration Manager as required. <p>Activity:</p> <ul style="list-style-type: none"> • Prepare project briefs and seek good practice from other similar areas of work. • Support the development and delivery of strategies for the economic development and regeneration of the Borough • Monitor and report on key economic data that will support decision-making. • Support the devliery programmes and action plans in respect of economic development and regeneration • Provision of Business support • Undertake Business engagement <p>Promotion and development of new and existing businesses and a skilled workforce</p> <p>Research and data analysis into the local economy and its dissemination to internal and external customers</p> <p>Supporting the role of town centre regeneration including contributing to the operation of Tamworth Enterprise Centre, entre, Tamworth market, off street car parking and street trading if required.</p>	<ul style="list-style-type: none"> • Full driving licence – this post attracts an Essential Car User Allowance
<p>Strategy/Policy Development</p> <ul style="list-style-type: none"> • Support the development of : <ul style="list-style-type: none"> ○ Economic Strategy ○ Inward Investment Strategy ○ Town Centre Strategy 	<p>Attributes</p> <ul style="list-style-type: none"> • Self-reliant, initiator, motivator finisher. • Personal credibility with a high degree of integrity
<p>Additional Duties Not applicable</p>	
<p>Other</p> <ul style="list-style-type: none"> • Any other reasonable duties commensurate with the grade and general nature of the post. 	