



Coventry City Council

Job Description

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| Job Title: | Economic Growth Officer | Job Number: | D2765D |
| Directorate: | Business, Investment & Culture | Post Number: | 1036291 |
| Service: | Economic Development Service | Grade: | 7 |
| Location: | One Friargate | | |

Job Purpose:

To contribute to the achievement of the vision, objectives and policies that enables Coventry to be a city that delivers sustainable and inclusive economic growth enabling all our residents and businesses to prosper.

Main Duties and Responsibilities:

1. Work as part of the Economic Development Services, assisting the team in delivering its overall objectives.
2. Provide a flexible advice and support service on economic development programmes, Business support programmes and Inward Investment programmes including European, national and regional funding schemes, and providing briefing on economic development policies
3. Provide a lead role in preparation and submission of bids for projects identified as strategically important by the Place Directorate.
4. Provide a senior advice and support role giving high-level guidance, advice and training support on good practice in how to the Council should respond to economic development initiatives, including preparing funding bids.
5. Take a lead role in producing written briefings and for senior management at the Council, the Local Enterprise Partnership and other important partners about economic development policies and other relevant topics.
6. Specifically support the Council in maximising economic benefit from the city council's relationships with major external bodies such as Department for Business, Energy, Innovation and Skills, Ministry for Housing, Communities and Local Government, Innovate UK and the West Midlands Combined Authority.

7. Represent the Council and the Local Enterprise Partnership in groups which develop and discuss economic development policies, for example cross-LEP working groups, or West Midlands Combined Authority forums.
 8. Work alongside the Economic Development Service Leadership Team to secure external funding and investment into service priorities now and into the future work of the division and directorate.
 9. Build relationships with council colleagues in relation to economic development services and responsibilities for external funding in other directorates, to maximise the economic opportunities.
 10. Support the promotion, organisation and administration of Business related events and exhibitions related to the vision and objectives of the service area.
 11. Maintain links to a variety of internal and external partners for the purpose of project development and bidding opportunities. This will include contacts with suitable transnational partners.
 12. Any other duties and responsibilities within the range of the salary grade.
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Health & Safety

All employees

The post holder must comply with Coventry City Council's health and safety policy and in particular is required: -

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare

To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Safeguarding

All employees

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required: -

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected

To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equality, Diversity and Inclusion Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Responsible for: Supervising the work of Programme Development Officers, interns for specific pieces of work if required

Responsible to: Head of Service, Business Development Manager(s) and Programme Development Managers for specific pieces of work.

Date Reviewed: March 2018

Date updated: **September 2020**



Coventry City Council

Person Specification

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| Area | Description |
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| Knowledge: | Knowledge of current regeneration policy and funding programmes. |
| | Knowledge and understanding of the processes and criteria for accessing external funding programmes i.e. Government, National Lottery, and European. |
| | Understanding of project management techniques, including performance management and evaluation. |

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| Skills and Abilities: | An enthusiasm for tackling regeneration issues. |
| | Communicate effectively at all levels both orally and in writing to a wide range of audiences. |
| | High-level interpersonal skills and the ability to make presentations to organisations/groups. |
| | Effective organisational skills and an ability to work unsupervised and demonstrate initiative. |
| | High-level ICT skills - word processing, spreadsheets, databases and other appropriate systems. |
| | Able to understand and manage financial information |
| | Able to negotiate and reach agreements |
| | Work flexibly, as part of a team, and demonstrate creativity and imagination. |
| | Ability to develop and write major funding applications. |
| | Ability to work effectively with multi-sector partnerships, acting in the lead role to coordinate major funding applications. |

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| Experience: | Experience of preparing successful funding applications. |
| | Experience of partnership working. |
| | Relevant work experience in a funding or policy environment. |

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| | Experience gained in other fields of work that demonstrates the capacity to deliver the key tasks of the job and acquire any knowledge or skills that might currently be absent. |
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| Educational: | Degree or equivalent qualification or have significant relevant experience. |
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| Special Requirements: | This post requires some evening and occasional weekend work. It will also involve some international travel. |
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