

Liskeard Town Council

Economic Development Officer (Scale SP26) (new scale 19) - £23,886 pa (1st April 2019) – Fixed Term Contract?

Responsible to: Town Clerk

Responsible for: No Staff Responsibility

Reporting to: the Economic Development Working Party, in the first instance, with the Finance, Economic Development & General Purposes Committee and Council the reporting route to councillors.

Budgets: No administrative responsibility for revenue or capital budgets.

Job Description

Main Role and Secondary Roles – to be achieved in conjunction with the existing responsible agencies. This includes Cornwall Council and the Cornwall Development Company.

Main Role - To support significant public and private sector investments which increase the stock of B use class premises at business parks and suitable town centre locations.

Secondary Roles –

To support the expansion of relevant local businesses with good employment growth potential, including Growth Hub referrals.

To secure inward investment, including working with 'Invest In Cornwall'.

To produce and update the literature and websites in relation to relevant business support content, including vacant business premises.

To organise relevant council events and attend business support events of other organisations.

To build up an operating knowledge of grants and loans applicable to high value/high growth businesses.

To build and maintain a network of contacts.

Supporting Tasks:

1. To support the delivery of the relevant aims and objectives of the Council.
2. To support and assist the Town Clerk, in the delivery of the Finance, Economic Development & General Purposes Committee and Council projects.
3. To maintain a range of files and databases relating to Council economic development activities and contacts
4. To support the work and attend and take minutes of the Economic Development Working Party meetings as required. To support and attend as necessary the meeting of the Finance, Economic Development & General Purposes Committee and Council. (Note: This will necessitate periodic attendance at evening meetings for which Time-off-in-lieu will be granted).
5. To generate external funding for council programmes and initiatives from grant aid, sponsorships and other means.

General:

- (a) The hours of work for contractual purposes are 37 hours per week. Evening and weekend working is a requirement of the job for which compensatory time off will be given within the exigencies of the service and in line with Council policies.
- (b) To recognise and be aware of the requirements of the Health and Safety at Work Act as well as Fire and Safety regulations and ensure that these are observed and regularly carried out.
- (c) This job description is not, by definition, a comprehensive schedule of all tasks and duties that are required to be undertaken. Accordingly, in addition to the duties specified the Economic Development Officer will also be required to undertake any other duties commensurate with the status of the post.
- (d) The Economic Development Officer will be required to pursue a programme of continuous professional development.

21st January 2019