**Job Profile Information: Economic Development Officer**

**This supplementary information for Economic Development Officer is for guidance and must be used in conjunction with the Job Capsule for**

**Job Zone 2 Level 4 Camden Way Category : Officer (category 2)**

**It is for use during recruitment, setting objectives as part of the performance management process and other people management purposes. It does not form part of an employee’s contract of employment.**

**Role Purpose:**

To support the development of the Council’s strategic approach to employment, skills and business growth and to the aspirations stated in the Camden Plan 2012-17. The role will work flexibly to support the Economic Development management team and take responsibility for delivering key projects and supporting the development of strategic initiatives in response to changing priorities.

**Example outcomes or objectives that this role will deliver:**

To support the delivery of the Camden Plan outcomes around Reducing NEETs and Unemployment and Investing in Growth. This includes strategic support for (a) Camden’s priority growth sectors (professional services, cultural industries, and science and technology) and (b) a reduction in the number of unemployed residents in Camden, increasing participation of young people in education, employment and training, and supporting more vulnerable social groups into employment.

The work programme could include:

* Supporting the development of the Council’s relationships with the local business community through our offer of strategic support via the Camden Business Board, the Camden Business Awards, the Knowledge Quarter and local Business Improvement Districts (BIDs)
* Maximising the opportunities to achieve employment outcomes and to support local businesses through the Council’s planning and procurement levers
* Supporting the commissioning of employment and skills projects from delivery partners aimed at reducing unemployment for priority groups

**People Management Responsibilities:**

Economic development operates a matric management approach and while the postholder will have no direct line management responsibilities they may manage other officers to task on particular projects and take on line management responsibilities for apprentices employed by the service.

**Relationships;**

Supporting the Head of Economic Development and the Economic Development management team to manage the communication of key objectives and outcomes with elected Members, senior management and partners.

To build relationships with a wide range of public service and employment and skills partners across the public, private and voluntary sector.

To build and develop relationships with a range of internal services in business facing services and those relevant to employment and skills services

**Work Environment:**

The role will be based in the new London Borough of Camden offices, 5 St Pancras Square, in the heart of the King’s Cross Central development. It is a hot desking environment.

The role requires a significant amount of contact with a wide range of partners through strategic relationships, often in meetings in and outside of the council.

**Technical Knowledge and Experience:**

* Up to date knowledge of a broad range of economic development policy, strategy and delivery including business support and development, employment, skills, enterprise and labour market issues
* Strong analytical capability and able to take a strategic approach
* Political sensitivity, judgment and ability to work on agendas business leaders, public sector leaders and politicians
* Ability to work proactively, creatively and flexibly, responding to business evidence and needs and lobbying funders and other agencies
* Excellent communication, presentation and influencing skills that can be used at a range of levels including private sector partners, senior managers, service providers and service users ;
* Diplomacy skills, including the ability to establish and maintain good working relationships with a wide variety of people
* Excellent organisational skills and the ability to forward plan and manage multiple tasks to tight deadlines.
* Good project development, management and monitoring skills;
* Able to demonstrate Camden’s Ways of Working

**Camden Way Five Ways of Working**

*In order to continue delivering for the people of Camden in the face of ever increasing financial pressure, we need to transform the way we do things. We call this the Camden Way. The Camden Way is a key part of our transformation strategy often referred to as the transformation triangle which links the Camden Plan, the Camden Way and the Financial Strategy together.*

The Camden Way illustrates the approach that should underpin everything we do through five ways of working:

•Deliver for the people of Camden

•Work as one team

•Take pride in getting it right

•Find better ways

•Take personal responsibility

For further information on the Camden Way please visit:

<http://www.togetherwearecamden.com/pages/discover-jobs-and-careers-in-camden/working-for-camden/>

**Chart Structure**

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