**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 Level 4, Job Zone 2, Camden Way Category 4**

**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 and delivery of the Council’s approach to inclusive growth, delivering the aspirations of Camden 2025 and Our Camden Plan. The role will work flexibly to support the Economic Development management team and take responsibility for delivering key projects around skills, employment and business growth and supporting the development of strategic initiatives in response to changing priorities.

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

**This role supports the following Camden 2025 commitments;**

* To make Camden the best place in London to do business and to work, working with the business community to deliver genuinely inclusive growth that benefits everyone.
* To ensure that the council is joined up in a way that businesses can easily engage with us as a single organisation.
* To drive forward the recommendations of the STEAM (Science, Technology, Engineering, Arts and Maths) Commission, and support young people in Camden to gain the skills they need to access 21st century jobs. To create the conditions for jobs in the life sciences and the digital, data and creative sectors to grow, and ensure clear pathways into these for local people.
* To focus our efforts on helping those furthest from the labour market into rewarding work.
* To increase the number of affordable workspaces in the borough, supporting small businesses to gain a foothold here and to grow. We will use all our levers as a planning authority, and through our Community Investment Programme, to deliver high-quality flexible workspaces that can respond to our growth sectors and changing patterns of employment.

**The work programme for the role is likely to include;**

* To contribute to the production of local economic data and update as appropriate and use to inform policy and strategy.
* To collect, interpret and disseminate information on changes in national and regional policy and programmes relevant to the work of the team
* To provide policy briefings and programme update reports on topics relating to business growth, skills and employment, for senior officers and elected members.
* To support the coordination and development of employment support strategy and implementation for Camden and the commissioning of employment and skills projects from delivery partners aimed at reducing unemployment for priority groups
* To facilitate and support 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)
* To act as a first point of contact for the BIDs and liaison with other council services on their behalf.
* To maximise opportunities to achieve employment and workspace outcomes and to support local businesses through the Council’s planning and procurement levers.
* To promote and secure Economic Development benefits through area based initiatives coordinated by the Council, including major infrastructure projects such as HS2 at Euston, housing regeneration programmes and high street revitalisation projects.
* To monitor and evaluate commissioned projects.

**People Management Responsibilities:**

Economic development operates a matrix management approach with EDOs working to a number of managers depending on the area of work/project. While the postholder will have no direct line management responsibilities they may manage other officers on particular projects and take on line management responsibilities for apprentices employed by the service.

**Relationships;**

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

Will need to build relationships with a wide range of business, 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 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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