

Job Description

Job Title: **Project Officer – Economic Development and Inward Investment**

POSCODE: **NN15 6EY**

Grade: 6

Overall purpose of the job

The purpose of this job is to support growth of the local economy and promote North Northamptonshire as a great place to do business, visit and live. The Postholder will undertake a range of projects and initiatives that will focus on improving Inward Investment outcomes.

Main accountabilities

Please list the accountabilities in descending order of priority. Please include 6-9 accountabilities.

	Main accountabilities
1.	Act as a Council key contact for employers within North Northamptonshire.
2.	Deliver, assist and co-ordinate projects and programmes, particularly relating to Inward Investment, to support the delivery of the Economic Growth Strategy for North Northamptonshire and annual Service Plan, including attendance at and organising partner meetings, business events and exhibitions.
3.	Develop and maintain strong relationships with external partners in particular businesses, investors and commercial agents to help ensure a co-ordinated and effective approach to Inward Investment across North Northamptonshire
4.	Support the development and delivery of Inward Investment initiatives relating to North Northamptonshire including the identification and promotion of investable sites for strategic employment land.
5.	Work with employers and partner organisations to deliver and support Inward Investment initiatives
6.	Contribute to KPI monitoring and the production of analysis, reports, strategies and presentations on the local economy, including regular monitoring of employment sites
7.	Help maintain a CRM system to help track and support local business enquiries and interactions with the Council
8.	Monitor and report local, regional and national trends that may impact North Northamptonshire's economy especially in relation to inward Investment.
9.	To demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.

Safeguarding commitment *(Include for roles involving work with children/vulnerable adults)*

We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We require you to understand and demonstrate this commitment.

Person Specification

Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job - overseas equivalents will be recognised.

(Please note for some roles you may be required to register with a professional body e.g. Social Work England that have specific rules in relation to overseas qualifications).

Qualifications Required	Subject	Essential/ Desirable
Educated to degree level or equivalent in a relevant subject, or equivalent by experience.	Business, planning, geography or related	Essential
Evidence of continued professional development.	In a related field of activity	Essential
Membership of a professional body	Institute of Economic Development or similar	Desirable

Minimum levels of knowledge, skills and experience required for this

Identify	Describe	Essential/ Desirable
Knowledge & experience		
Economic development	Experience and knowledge of economic development project delivery focussed on Inward Investment, within a local or central government context, with demonstrable and proven record of achievement in the same.	Essential
Businesses	Knowledge of businesses, how they operate and what challenges they face.	Essential
Business support	Knowledge and understanding of Business Support and its relevance to Inward Investment and in helping businesses overcome issues, promote growth and ensure business retention.	Essential
Local economy	Clear understanding of local, regional and national economic development and Inward Investment issues and how they impact the area.	Essential
Local authority	Experience of working for a local authority	Desirable
Skills		
Working relationships	Ability to develop and maintain strong working relationships with a wide range of partners, including internal and external stakeholders.	Essential
Communication skills	Excellent written and oral communications skills	Essential

Technical skills	Ability to use business databases to document Inward Investment enquiries, business engagement activity and key account management.	Desirable
Programme or project management skills	Skills delivering projects or programmes	Desirable
Analytical skills	Ability to analyse and present complex information clearly	Essential
Numeracy and IT Skills	Strong numeracy and IT skills including competency in MS Word, Excel, PowerPoint, Teams and Outlook.	Essential
Equal opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs	Essential

Disclosure level

What disclosure level is required for this post?	None	Standard