



Economic Development Officer

Post number: ECD012

Grade: Scale 4

Date: February 2025

Service area: Economic Development

Reports to: Economic Development Manager

Job profile

Purpose

Support the Economic Development Manager (BDM), across a broad range of economic development, skills and employment-based initiatives and other connected programmes to facilitate growth within the East Cambridgeshire District.

Dimensions

The post holder will report to the Economic Development Manager. The post holder will not directly be responsible for managing staff or budgets.

Main duties and responsibilities

1. To assist the EDM in the delivery of economic development strategies, agreed within the Council's corporate plan.
2. To carry out local economy research, utilising a broad range of analytical and information gathering tools or activities as may be necessary. Consider economic, political, social, geographical and commercial drivers.
3. To help develop, document and maintain an evidenced based understanding of the economic landscape of East Cambridgeshire and wider influences



East Cambridgeshire District Council

4. To assist/support the EDM to understand and access all available inward investment programmes for the district, its businesses and organisations (Capital and Revenue).
5. To help develop/signpost funding bids from regional, national and if available European sources. Collaborate with CPCA and partners on funding projects via the 'Growth Works' and related programmes.
6. To help develop and maintain ongoing skills, employment and digital economy strategies or programmes.
7. To be the Council's point of contact for business related enquiries and ensure that the Council liaises appropriately with internal teams and departments
8. To undertake work that supports the EDM, in the organisation and delivery of specific projects and initiatives relating to the Council's economic growth objectives. Including working and liaising with external groups and stakeholders.
9. To undertake stakeholder visits that establish and maintain communication channels with local networks and business support organisations such as the CPCA, Chamber of Commerce, FSB and other organisations involved in economic development.
10. To forecast, monitor and report against key metrics relevant to active programmes. Provide ongoing narrative for dissemination within the team and to wider internal audiences where needed.
11. Ensure that all reporting deadlines and ongoing funding agreements resting upon ECDC are dealt with and met by the Economic Development Service or responsible officer(s) within ECDC.
12. To work with the EDM and E-space Manager to support onward development and promotion of the business centres.



13. To develop and maintain the Business Development CRM and act as point of contact the system contractor.
14. To support the communications output and social media presence of Economic Development in East Cambridgeshire.
15. To act on behalf of the EDM as and when required.
16. To undertake such other duties and responsibilities appropriate to the post as may be considered relevant by the EDM.

Special conditions

The post is full time (37 hours) and permanent. There may occasionally be a requirement to work outside normal office hours. Time off in lieu will be given in complete recompense.

Pre-employment checks

None

Business Travel

Casual car user



Person specification

Qualifications

Description	Essential or desirable	Assessed through the application form or through the interview
High level degree qualification	Essential	Application

Experience

Description	Essential or desirable	Assessed through the application form or through the interview
Experience of working in a local economic development role and/or private sector	Essential	Application
Able to drive with own vehicle/access to transport	Essential	Application
Experience of working in Local Government	Desirable	Application

Knowledge, skills and abilities

Description	Essential or desirable	Assessed through the application form or through the interview
Commercial/business awareness	Essential	Interview
Understanding of business support services, especially programmes to support business start ups and SME's to grow and innovate	Essential	Interview
Experience of working with a range of external organisations to deliver successful outcomes	Essential	Interview
An ability to establish and maintain effective relationships with internal service partners to	Essential	Interview



Description	Essential or desirable	Assessed through the application form or through the interview
support and facilitate economic development		
Working knowledge of office procedures and practices	Essential	Interview
Proven knowledge of Microsoft Office suite, including the use of Word and Excel.	Essential	Interview
Funding Bid experience	Essential	Interview
Business Centre operations and development	Essential	Interview
The ability to communicate effectively both orally and in writing	Essential	Interview
Ability to quickly assess and accurately disseminate information objectively	Essential	Interview
Presentation skills	Essential	Interview
Research/analytical/attention to detail skills	Essential	Interview
Demonstrable project management skills	Essential	Interview
Good organisational skills	Essential	Interview
Time Management	Essential	Interview
High computer Literacy	Essential	Interview/Application
Partnership working, influencing and facilitation skills, including political awareness	Essential	Interview/Application
Budget management skills	Desirable	Interview

Personal Attributes

Description	Essential or desirable	Assessed through the application form or through the interview
Goal /achievement Focussed	Essential	Interview
Self-starter and completer	Essential	Interview



Description	Essential or desirable	Assessed through the application form or through the interview
Confident and outgoing with the ability to network	Essential	Interview
Good motivator	Essential	Interview
Understand needs around commercial confidentiality	Essential	Interview
Capable of independent initiative and creative thinking	Essential	Interview
Enthusiasm, flexibility and the ability to work under pressure and to deadlines, including willingness to work additional hours if required	Essential	Interview
Proactive	Essential	Interview
Good interpersonal skills to develop and maintain effective working relationships	Essential	Interview
Willingness to learn new disciplines especially as the economic landscape or priorities change	Essential	Interview
Political awareness	Desirable	Interview/Application