

JOB DESCRIPTION

Job Title: Economic Development Officer (Tourism)		Ref No:	JE Ref: G289(6)
Department: Economy Environment and Infrastructure – Economic Development		Band: 11	Location: Dumfries
Responsible To:	Business Gateway Team Leader		
Responsible For:	No line management responsibility		
Job Purpose:	• Develop, co-ordinate and implement local, regional and placed based economic development strategies and programmes that will maximise sustainable economic benefits to Dumfries and Galloway with a particular focus on the tourism sector • Support the successful development and delivery of external economic development funding programmes in a cost-effective way maximising alignment with strategic priorities		
Main Responsibilities:	• Provide specialist support and advice in order to deliver economic development policies and strategies, related programmes, projects and activities • Lead sustainable programme and project development and implementation • Support inward investment and attract external funding into Dumfries and Galloway in line with Council priorities • Co-ordinate economic development opportunities for employability, skills and enterprise • Lead the effective partnership involvement in design and delivery of economic development programmes, projects and activities		

Job Activities	• Contribute directly to economic development programmes, projects and activities by way of providing professional support and advice • Support the development of economic policy and strategy • Create and support multi-disciplinary teams of practitioners in the assessment of economic development needs and to co-ordinate the development and delivery of services that will contribute to sustainable and inclusive economic growth • Provide support, advice and/or referrals to partners, clients and businesses as required (including responding to enquiries) and where appropriate, to develop thematic and sectoral interventions • Provide support to local businesses in conjunction with the Council's Business Gateway service • Design and develop programmes and interventions to support local, regional and place-based economic development priorities • Identify and manage resources that will enable the implementation and delivery of economic programmes, projects and activities • Prepare and present committee reports on specific programmes, projects, funding issues and related economic development matters • Represent the service on cross disciplinary working groups and teams internal to the Council in order to address the operational implications of council strategic initiatives and of changing legislation • Represent the Council at appropriate local, regional and national events and on working groups The job activities listed are not exhaustive and may be added to or amended consistent with the job purpose.
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Performance Management	• To manage your own performance and any staff you may be responsible for in accordance with the Council's values of Customer First, continuous improvements, openness and honesty, local decision making and team working • To achieve the agreed performance targets detailed in the work plan and contribute to performance appraisal activities • To manage your own performance in compliance with all Codes, Regulations and procedures including Code of Conduct, Health and Safety and Governance • To manage risk, promote risk awareness, and prioritise work in light of risk analysis • To actively commit to the Council's equality and diversity vision statement and associated policies that promote fairness and equality and celebrate diversity, in dealing with colleagues, clients and service users • To take all reasonable measures to limit carbon emissions and reduce energy/ resource consumption when undertaking work activities	
Prepared by:	Business Gateway Team Leader	Date: May 2026