ORKNEY ISLANDS COUNCIL

Economic Development Manager

Kirkwall

At a glance:
Grade: J/K
Salary: As per advert
Allowances:

- Distant Islands Allowance

Job Purpose:
Responsible for the development and delivery of economic development services including strategic economic planning, business development (including key sectors), supporting community development and overseeing the management of the Business Gateway

For application support contact **hrsupport@orkney.gov.uk** or call **01856 873535 ext.2250**

Benefits and Support

34 days annual leave, increasing to 39 days over 5 years, inclusive of Public Holidays (pro-rata)	Supported to work and earn whilst achieving qualification
Local Government Pension Scheme	Maternity, Paternity and Sick Pay
Comprehensive induction process	Employee Assistance Programme

Main Duties and Responsibilities

Develop and implement strategic economic development policy (the postholder will be expected to contribute to the development of strategy and policy and will make recommendation on specific strategic and policy matters.)

Provision of effective responses to enquiries by the public and internal services and external agencies relating to the responsibilities and work of Economic Development.

Deliver agreed work streams and projects relating to economic development.

Specify, procure and manage the work of consultants, taking corrective action as necessary to provide a range of professional services in support of specific programmes or projects.

Establish and maintain positive relationships with key stakeholders including local service provider, Community Planning and other partners in the public, private and third sectors.

Work with local communities and partners and participate in public meetings in order to provide appropriate community engagement.

Provide guidance and advice on economic development issues and relevant budget monitoring to senior management and Council via meetings, seminars, briefing notes and committee reports.

Manage and report on the finances of a suite of assistance packages available for business and adapting support schemes as appropriate, taking account of relevant economic circumstance, process and procedures.

Use a range of computer packages including Microsoft Office and Integra (Council Finance system).

Named budget holder for the Council and authorised to sign orders and invoices up to a value of £25,000. The value of the budget responsibility is £300,000 at Grade J and £1.75 million at Grade K,

Line management of a team including responsibility for applying the Council HR Policies and Procedures. At grade J for line management responsibility for the Economic Development section only. At grade K this will also include the Business Gateway Manager.

Additional Duties at Grade K

Formulating and implementing appropriate elements of the Local Outcome Improvement Plan, corporate plan and departmental service plan

Support key economic and business sectors including: -

- Place and Product Marketing
- Business Gateway
- Industrial property and land provision

Responsibilities for All

Embody the Council Values of Accountable, Reliable, Considerate and Collaborative.	Participate in team meetings, 1 to 1s, supervision and good conversations process
Handle all information in confidence and in line with Data Protection requirements	Comply with the Council Employee Code of Conduct
Work safely to prevent risk to yourself and others	Comply with relevant professional body codes of practice/conduct
Ensure Equality, Diversity and Inclusion	Any other duties appropriate to your grade
Undertake mandatory and relevant training and development	Where required Support the Council's emergency response

Skills and Requirements

Must have

The minimum knowledge required for this role can be evidenced by either:

Holding a qualification at SCQF 8/9 (ie SVQ4, HND, General degree, Higher Apprenticeship, Technical Apprenticeship) in Business Studies or Community Development.

Or

A minimum of 5 years previous relevant experience, as detailed below

To be appointed at grade J
Staff management and procedures to maintain effective work activities
Experience of using IT applications including Microsoft Office
Ability to influence across organisational and agency boundaries
Strong oral and written skills and ability to communicate policy in simple terms
Experience of developing and monitoring of service plans.
Experience of project management
To be appointed at/progression to grade K
Experience of leading on strategy and policy development for sustainable economic development.
Experience of managing budgets.
Experience of performance monitoring and improvement including quality assurance.
Ability to travel efficiently and effectively between various work locations within Orkney to meet the operational requirements of the Service.

Requirements of the Role

Disclosure/PVG:	Level 1 Disclosure Check	Convictions to Declare:	Current
Politically Restricted Post:	No	Sponsorship:	Possibly
Work Additional Hours:	Yes	Term Time Post:	No