

FALKIRK COUNCIL



Job Profile

Job Title:	Principal Economic Development Officer
Reporting to:	Investment Programmes Manager
Responsible for Line Management of:	Growth Deal and Freeport Teams
Your Job is to:	To lead the development, delivery and management of programmes, projects and initiatives within Falkirk Council's Investment Programmes Team. The team is responsible for a portfolio of significant investment programmes, including the Falkirk and Grangemouth Growth Deal, Falkirk Tax Increment Financing (TIF) Programme, Forth Green Freeport. You will play a key role in delivering major regeneration, infrastructure and economic development projects that drive investment, support business growth, create employment opportunities and contribute to a just transition across the Falkirk area. Working with a wide range of partners, you will help ensure the successful delivery of programmes that generate long-term economic, social and environmental benefits for local communities.
Grade:	K
What you will do :	

Job Specific Tasks

1. Development of Business Cases in accordance with appropriate standards including engagement with specialist consultants as necessary to ensure the effective and efficient delivery and coordination of individual programmes, projects and initiatives.
2. Develop, manage, monitor, prioritise and enable delivery of Investment programmes, projects and initiatives working with various external partners involving community and business interests.
3. Report on progress of Investment Programmes, Projects and Initiatives and other Invest Falkirk matters to the Council and other partners (including the presentation of items) as required
4. Design, develop, implement and monitor Investment strategies, projects and initiatives for the Council to delivery strategic infrastructure to help diversify the local economy and attract new investment.
5. Provide professional advice and guidance on strategic investment and infrastructure programmes, projects and initiatives for the Council, customers and all other Service users.
6. Liaise with corporate and external bodies in order to provide information statistics and other appropriate information on the Falkirk economy, strategic infrastructure, investment programmes, projects and initiatives and to monitor performance in accordance with funder and council requirements.
7. Assist and where appropriate lead in the formulation of Council policy for strategic infrastructure investment programmes, projects and initiatives and monitoring procedures and legislative changes.
8. Source and secure external funding to support strategic infrastructure investment programmes and projects to support economic development, recovery, renewal and regeneration related initiatives for the Council.

9. Participate in and contribute to partnership activity, joint ventures, corporate working and operations
10. Lead, co-ordinate and participate in strategic infrastructure and investment programmes, projects, initiatives research, policy and strategy development for the Council.

Job Demands

1. You will be working in a mobile/flexible working environment.
2. You will be responsible for strategic planning, both short and long term.
3. You will be required to deal with conflicting priorities and deadlines.
4. You will be responsible for leading on the development of policies and strategies.
5. You will contribute towards managing a budget.
6. You will be responsible for a small team.
7. You will have excellent communication skills and regularly advise, counsel, negotiate and persuade others.
8. You will contribute to the design and development of your area of responsibility
9. You will be responsible for short and long term strategic planning.
10. You will be responsible for moderately expensive equipment.
11. You will be required to exercise sound professional judgement.

Person Profile

Essential Education & Professional Qualifications & Memberships	Ideally you will have	How we assess this
• Excellent numeracy and literacy • Degree in Economic Development, Economics, Business Studies, Project Management, Construction & Property or other relevant discipline.		Application Form
Essential Skills, Knowledge & Experience	Ideally you will have	How we assess this
• Organisational skills • Analytical skills • Report writing skills • Problem solving skills • People management skills • Significant experience is required. • Project Management experience. • Ability to organise competing demands. • Experience using MS office packages. • Experience working with Trade unions. • Experience building relationships with external agencies. • Experience working in a Multi-disciplinary/partnership. • Experience managing a service design/delivery. • Experience developing strategic priorities.	• Experience of relevant legislation. • Experience in managing a budget. • Experience in working in Public Sector or political environment. • Gaelic language skills	Application Form
Falkirk Council Values & Behaviours		How we assess this
• Demonstrates behaviours which are consistent with Falkirk Council Values (Responsive, Innovative, Trusted, Ambitious)		Application Form Interview