



Role Profile

Economic Adviser

Reference No.	G572.01 (2)	Type	Generic
Service	Economy, Planning and Employability		
Job Family	Professional	Grade	FC8

Purpose

To undertake the planning and implementation of a wide range of Economic and Business Development support for businesses throughout Fife, directly or in partnership with other public and private sector partners.

To support other economic and business development initiatives undertaken by the Economic development team on a Fife wide basis as required and to contribute to the overall objectives of Fife Economy Strategy.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Planning and implementing a wide range of Economic and business support services for businesses in Fife, directly or in partnership with other public and private sector partners.	<p>Educated to SCQF level 9, which includes a Degree or equivalent in a relevant subject such as Economics or Business Administration</p> <p>Additional relevant Degree/Diploma</p> <p>Full membership of related professional body such as IED, RTPI, RCIS or CIM</p>	<p>✓</p> <p></p> <p>✓</p>	<p></p> <p>✓</p> <p></p>

Role Profile

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Working with the Service Manager and Lead Officer to produce operational project delivery plans, work to agreed timescales, including detailed preparation of individual event plans, as required.	Dealing with private sector, consultants and members of the public (Focus on Customers – See How We Work Matters Framework) Communication skills both written and verbal Problem solving skills	✓ ✓	✓
Acting as first point of contact for interested companies and developing relationship management protocols in accordance with agreed customer engagement policies.	Leadership and co-ordination skills (Working together) Relevant experience in economic/ business development or marketing	✓ ✓	
Recording and monitoring activity and performance against agreed targets.	Knowledge and understanding of political awareness and sensitivity within context of Central and local government	✓	
Preparing and implementing project briefs and delivery plans	Experience of Prince2 and Hydra training Report writing, taking notes of complex meetings Ability to co-ordinate multi-disciplinary project implementation teams	✓ ✓	✓ ✓
Undertaking research, collate and analyse statistical data, maps, and other economic intelligence related to economic and business development activity in Fife.	IT Skills (Embrace technology and information) Experience of various Microsoft packages Experience and ability to undertake research and analysis of economic data (Take ownership)	✓ ✓	✓
Ensuring a diligent project management and adherence to delivery timescales at all times, applying PRINCE 2 principles, where appropriate.	Negotiating and influencing skills (Deliver results) Experience of working to deadlines and in a disciplined manner	✓ ✓	

Role Profile

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
	Time management skills	✓	
Supporting the Lead Officer with budget management and monitoring.	Good working knowledge of related current legislation, government guidance and practices		✓
Identifying and showcasing high quality case studies and preparing information to be utilised in press articles for use across all Fife Economic Development business media channels.	An understanding of Best Value and Customer oriented working practices	✓	
	Presentation skills	✓	
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Economic Adviser: Investment			
Assisting the Lead Officer (Investment) and Invest in Fife partners in “bidding” for major investment projects	Ability to work as part of a team or individually	✓	
	Able to work with minimal supervision	✓	
Acting as the first point of contact for company and developer enquiries, including identifying available business accommodation and development sites in Fife.			
Developing programmes of activity that aim to attract investment and activity from key industry sectors”	Knowledge and understanding of economy and key industry sectors		✓
Presenting information and statistics and support developer and investor liaison.	Dealing with sensitive issues on a private and confidential basis	✓	

Role Profile

Undertaking the development and management of investment projects	Ability to identify and secure funding for projects from external sources	✓	
Assisting the Lead Officer (Investment) and Invest in Fife Partners to promote Fife as an opportunity for investment.	Networking skills	✓	
Leading the organisation of promotional and networking events with private sector developers and agents.	Corporate awareness		✓
Leading on the development of advertising campaigns to promote Fife; promote key sectors and major projects. In particular leading on shaping and delivery of area based marketing propositions within Fife.	Event organisation and management	✓	
Maintaining an online presence for the Invest in Fife partnership, including development of the Invest in Fife website, newsletters and other promotional material.			
Working with Opportunities Fife for maximising job opportunities arising from successful projects go to Opportunities Fife target groups.	Confident in dealings with others, contractors agents, developers and consultants	✓	
Recording and monitoring investment activity across Fife and prepare management and evaluation reports.	Knowledge of environmental issues facing businesses		✓
Economic Adviser: Business Innovation			
Delivering advice and support to businesses, specific to business Innovation, capacity building, product and/or service improvements to increase efficiency and/or productivity.	Dealing with sensitive issues on a private and confidential basis	✓	
Supporting the Service Manager and Lead Officer in the delivery of actions arising from the Fife Economy Innovation Group, building industry awareness.	Ability to work as part of a team or individually	✓	
Working with higher education colleagues to stimulate knowledge transfer and open innovation between businesses and academic experts.	Able to work with minimal supervision	✓	
Leading on employer engagement and raising awareness regarding the introduction of Industry 4.0 and its adoption and implementation by Fife businesses, jointly with Scottish Manufacturing Advisory Service(SMAS) and other partner agencies.	Networking skills	✓	
	Corporate awareness		✓

Role Profile

Working with Lead Officer to produce operational project delivery plans, working to agreed timescales, including detailed preparation of individual event plans, as required.	Event organisation and management	✓	
Working closely with Business Gateway Fife and Scottish Enterprise Advisory teams to direct client referrals for 1-2-1 business advice.			
Supporting the Lead Officer to co-ordinate and deliver Fife wide campaigns and events with key local and national partners – with specific focus on profiling competitive solutions.			
Undertaking sector specific approaches to delivery and development of services in line with economic strategy priorities.			
Identifying and showcasing high quality case studies and press features to be used across all Fife Economic Development business media channels.			
Record and monitor activity and performance using Target Dashboard and prepare briefs as and when required.			
Undertake any other work, as directed by the Lead Officer (Enterprise and Business Development) as may be reasonably requested.			

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required				
Type of Protection of Vulnerable Groups (PVG) or other Disclosure check (choose only one).	PVG Children <input type="checkbox"/>	PVG Protected Adults <input type="checkbox"/>	PVG Both <input type="checkbox"/>	None <input checked="" type="checkbox"/>
	Basic Disclosure <input type="checkbox"/>	Standard Disclosure <input type="checkbox"/>	Enhanced Disclosure <input type="checkbox"/>	

Role Profile

Additional Information – the following information is available:

- Skills Framework (if applicable)
- **How** we work matters

Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:

- Take Ownership
- Focus on Customers
- Work Together
- Embrace Technology & Information
- Deliver Results