



Role Profile

Economic Development Officer

Reference No.	A4491	Type	Generic
Service	Economy, Planning and Employability		
Job Family	Professional 1	Grade	FC7

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:

Assist in the 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.

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.

Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility

E	D
✓	
	✓
	✓
✓	

Educated to SCQF Level 8 which includes HND or equivalent relevant experience

Experience of research and analysis of economic and labour market data

Working towards membership of related professional body such as IED, RTPI, RCIS or CIM

Dealing with private sector, consultants and members of the public (Focus on Customers – See How We Work Matters Framework)

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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
	Communication skills both written and verbal Problem solving skills	✓	✓
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	✓ ✓	✓ ✓
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 (Take ownership_ Time management skills	✓ ✓ ✓	
Acting as a point of contact for interested companies and developing relationship management protocols in accordance with agreed customer engagement policies.	Organisational 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		✓
Assist in 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	✓	✓

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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
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	✓	
Supporting the Lead Officer with budget management and monitoring.	Presentation skills	✓	
	Good working knowledge of related current legislation, government guidance and practices		✓
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
Job Title (Specialists Tasks)			
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.	Ability to work with business representatives, contractors agents, developers and consultants at all levels	✓	
Supporting the development of 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	✓	

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Undertaking the development and management of projects regarding the Energy and Renewables and development of the low carbon/ circular economy	Ability to identify and secure funding for projects from external sources. Project management skills and experience.	✓	
Assisting the Lead Officer (Investment) and Invest in Fife Partners to promote Fife as an opportunity for low carbon investment.	Networking skills	✓	
Organisation of promotional and networking events with private sector developers and agents, including Green Business Fife.	Corporate awareness and good networking skills		✓
Supporting the development of advertising campaigns to promote Fife and key sectors investment. In particular leading on shaping and delivery of marketing propositions within Fife regarding the low carbon economy.	Event organisation and management	✓	
Assisting the maintenance of an online presence for Invest in Fife and Green Business Fife websites and production of newsletters and other promotional material.	IT and Communication skills both written and verbal	✓	
Working with Opportunities Fife to maximise 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		✓

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required

Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.

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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