



Role Profile

ECONOMY ADVISER

Reference No.	A4477	Type	I
Service	Economy, Planning and Employability		
Job Family	Professional 2	Grade	FC8

Purpose

To undertake the development of the Council's strategic approach to Economic Development, including policy development and review, economic analysis and the implementation of initiatives relevant to economic policy.

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
Assisting with the preparation, implementation, monitoring and review of the Fife Economic Strategy and other relevant plans and strategies including the Fife Community Plan and tourism strategies.	<p>Ability to provide a regular and effective service</p> <p>Educated to SCQF level 9, which includes a Degree or equivalent in a relevant subject such as Economics, Geography, Planning</p> <p>Additional relevant Degree/Diploma</p> <p>Full membership of related professional body ie IED, RTPI</p> <p>Post qualification experience</p>	<p>✓</p> <p>✓</p> <p></p> <p>✓</p> <p>✓</p>	<p></p> <p></p> <p>✓</p> <p></p> <p></p>

E = Essential Criteria D = Desirable Criteria

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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
	Relevant experience in an economic policy and research/ information environment	✓	
Researching and interpreting economic trends; analysing the performance of the economy and specific sectors; and providing economic information.	Analysing and interpreting economic data to provide economic information (<i>Embrace Technology and Information – See How We Work Matters</i>) Ability to interpret complex policy and statistical information	✓	✓
Developing and maintaining expertise in particular subject areas of policy work.	Knowledge of current and future economic policy issues and trends (<i>Take Ownership</i>) Experience within the areas of retail and economic impact	✓	✓
Assisting the Service in development of appropriate policies to maximise external funding opportunities including lobbying support of the Fife economy, and influencing emerging policies at National and European level.	Knowledge of related current legislation, government guidance and practices Political awareness and sensitivity within a Central and Local Government context (<i>Deliver Results</i>)	✓	✓
Providing an economic policy and information service to other sections within the Service, the Council and the Fife Economy Partnership.	Experience of dealing effectively with colleagues at all levels (<i>Focus on Customers</i>)	✓	
Undertaking social media updates for the Fife Economy Partnership including maintaining the Fife Economy Partnership website and other social media platforms.	Excellent communication skills both oral and written	✓	

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Developing and maintaining good working partnerships with other Services within the Council and with other external organisations which have a role or interest in the Fife economy.	Experience of dealing with the private sector, public sector organisations and members of the public (<i>Work Together</i>) Knowledge of Best Value and Customer oriented working practices	✓	✓
Assisting the Lead Officer, Economy in discharging the responsibilities of that post including deputising as required.	Experience of working as part of a team or individually Experience of prioritising, meeting deadlines and responding positively when under pressure (Deliver Results)	✓	✓
Preparing reports and attendance at meetings.	Experience of preparing reports Confident in dealings with others, including members of the public	✓	✓
Preparing and implementing project briefs and delivery plans.	Experience of project management techniques and tools		✓
Carrying out professional tasks within the general scope of the post as may be allocated from time to time by the Senior Manager (Business & Employability) and Service Manager (Economy, Tourism and Town Centres).	Experience of using initiative and working with minimum supervision	✓	
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

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"/>	

Additional Information – the following information is available:
<ul style="list-style-type: none"> • 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:
<ul style="list-style-type: none"> • Take Ownership • Focus on Customers • Work Together • Embrace Technology & Information • Deliver Results