



Role Profile

Job Title: Economic Strategies Manager			
Reference No.	A5562	Type	Individual
Service	Business & Employability Services		
Job Family	Regeneration/Economic Development/Tourism	Grade	FC10

Purpose
<ul style="list-style-type: none">• To manage the development, delivery, monitoring and review of the Council's economic development strategies (Economy, Skills & Employability, Tourism and Regeneration including Town Centres), local growth plans and external funding bids.• To lead and manage Business & Employability teams responsible for providing economic policy support and labour market information and analysis to Fife Council and the Fife Partnership.• Team and budget management to ensure the delivery of a consistent, high quality and customer focused service that promotes and implements the Council's aims and values.

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
Contributing to the achievement of the key priorities and milestones set out in the Fife Economic Strategy Delivery Plan, the Plan For Fife, and the Directorate Improvement Plan, as well as other relevant national and local strategies in areas such as the Wellbeing Economy, Community Wealth Building. Delivering performance outcomes that meet Council and Community Plan targets.	<ul style="list-style-type: none"> • Strong communication skills and the ability to deal with a diverse range of people. • Good organisational skills and the ability to manage a variety of tasks. Ability to manage conflicting demands (Organisational skills) 	✓ ✓	
Providing professional leadership and support to the team, and others through personal and team development, coaching, managing attendance, performance and conduct, project work and fostering knowledge and sharing within and across teams.	<ul style="list-style-type: none"> • Experience of managing budgets with funding from multiple sources (Take ownership – see “How we Work Matters” Framework) • Understanding and experience of co-ordinating external funding monitoring and evaluation requirements and processes. Experience of successful funding bids (Deliver results) • Ability to motivate others to perform to the highest standards (Work together) • Evidence of supporting staff development 	✓	✓ ✓ ✓
Preparing and managing budgets and delivering agreed savings and efficiencies, ensuring compliance at all times with the Council’s financial regulations.	<ul style="list-style-type: none"> • Financial management skills • IT Skills (Embrace technology and information) including reporting e.g. using Power BI. • Strong administrative skills, and an ability to maintain records and produce clear written and oral reports and plans. 	✓ ✓	✓
Contributing to the development of regional economic strategies and plans through the regional economic partnerships for the Edinburgh & South East of Scotland and Tay Cities regions. Identifying further opportunities for regional working through engagement with regional partners both public and private sector and monitoring the impact and value of strategies and investments.	<ul style="list-style-type: none"> • Communication and negotiation skills (Work together) • Ability to work effectively in a partnership context and to develop effective working relationships between partners 	✓ ✓	
Identifying, monitoring and achieving relevant quality standards, representing the Directorate or Service at agreed internal/external meetings, producing reports and delivering presentations on relevant strategies, delivery plans and funding programmes.	<ul style="list-style-type: none"> • Networking skills (Work together) • Influencing and negotiation skills (Take ownership) • Ability to motivate others to perform to the highest standards (Work together) • Evidence of supporting staff development 	✓ ✓	✓ ✓

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
Linking with national public and private sector organisations to ensure Fife shares and benefits from best practice elsewhere. (e.g. COSLA, Improvement Service, What Works Scotland, Scottish Community Planning Network, Scottish Government, professional bodies).	<ul style="list-style-type: none"> Networking skills (Work together) Influencing and negotiation skills (Take ownership) 	✓ ✓	
Ensuring project and strategies compliance with legal, regulatory, professional body, environmental and social requirements. For example, ensuring that the Council is compliant with legislative provisions set out in the Subsidy Control Act, Equalities Acts and Climate legislation.	<ul style="list-style-type: none"> Ability to motivate others to perform to the highest standards (Work together) Evidence of supporting staff development 		✓ ✓
Managing change with service managers, employees and external partners as required. Report to different strategic/management groups as necessary, such as portfolio boards, policy advisory groups and Fife Partnership outcome delivery groups.	<ul style="list-style-type: none"> Strategic planning and positively facilitating organisational change 	✓	
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)			

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required - none
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.

Additional Information – the following information is available:
<ul style="list-style-type: none">• Skills Framework (if applicable)• How we work matters

- | |
|---|
| Additional Information – the following information is available: |
| <ul style="list-style-type: none">• Skills Framework (if applicable)• How we work matters |

Expected Behaviours
<p>Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values. Please refer to How We Work Matters Guidance to learn more.</p>

Expected Behaviours
<p>Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values. Please refer to How We Work Matters Guidance to learn more.</p>