PART 2 - Role Profile



Role Profile

Job Title: Economic Strategies Manager			
Reference No.	A5562	Туре	Individual
Service	Business & Employability S	ervices	1
Job Family	Regeneration/Economic Development/Tourism	Grade	FC10

Ρι	irpose
•	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	Person Specification: Skills, Knowledge,		D
a combination, of the following will be undertaken:	Qualifications or Experience - Criteria can apply to more than one task or responsibility		
 Leading and managing the Place team responsible for economic strategies: Developing, co-ordinating and managing a broad range of strategies (Economy, Skills & Employability, Tourism and Regeneration including Town Centres), their delivery plans, local growth plans and to secure external funding for projects that aim to deliver Council and Partnerships economy outcomes. Working with Council services and partner agencies to develop their contribution to the Council's economic strategies, their delivery plans, and to local community planning to ensure alignment. Providing analytical support to the Fife Partnership, The Fife Tourism Partnership and Opportunities Fife Partnership on the economy and labour market. Managing implementation of the economic strategies through the team workplan, service planning and delivery. Making sure that economic strategies and priorities are set and joined up, service levels and customer satisfaction are continually improved, and work-plans are delivered to the agreed priorities. Working with elected members to respond to complex queries and improve service delivery. 	 Considerable experience working in an economic strategies context and understanding of relevant policy areas. Full Membership of an appropriate professional body such as IED (Institute of Economic Development), EDAS (Economic Development Association Scotland) Educated to SCQF 9 which includes a degree or equivalent in a relevant subject. Ability to think strategically with experience of translating strategy into deliverable plans (Deliver results – See 'How We Work Matters' Framework) Experience of data collation, analysis and presentation of economic and labour market statistics (Embrace technology and information) Ability to work effectively in a partnership context and to develop effective working relationships between partners Ability to provide a regular and effective service 	\checkmark	✓
Leading the Service's input to Fife's Community Plan and other Community and Corporate Development strategy documents.	 Ability to think strategically with experience of translating strategy into deliverable plans (Deliver results – See 'How We Work Matters' Framework) Report writing and communication skills (Focus on customers) Interpersonal skills (Work together – See 'How We Work Matters' Framework) 	√ √ √	

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 such as the Wellbeing Economy, Community Wealth Building. Delivering performance outcomes that meet Council and Community Plan targets.	 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.	 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 	1	√ √ √
Preparing and managing budgets and delivering agreed savings and efficiencies, ensuring compliance at all times with the Council's financial regulations.	 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. 	√ √	1
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.	 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.	 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 	\checkmark	√ √

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).	 Networking skills (Work together) Influencing and negotiation skills (Take ownership) 	\checkmark		
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.	 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.	 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:				
ask or Responsibility - For this role, there is an expectation that all, or Person Specification: Skills, Knowledge,		D		
Qualifications or Experience - Criteria can apply to				
more than one task or responsibility				
Job Title (Specialists Tasks)				
	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to	Person Specification: Skills, Knowledge,EQualifications or Experience - Criteria can apply to		

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required - noneBefore confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the jobadvert for clarification of the specific requirement.

Additional Information – the following information is available:	Expected Behaviours
 Skills Framework (if applicable) How we work matters 	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.