

Economic Adviser (Visitor Levy)

Reference No:	A5687		
Service:	Economy, Planning and Employability		
Job Family:	Regeneration/Economic Development/Tourism	Grade:	FC8

Purpose

To assist with development activities to facilitate the consultation on the introduction of a Visitor Levy in Fife.

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

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Assisting the Lead Officer (Tourism) in the development of policies and initiatives with regard to the Transient Visitor Levy and working in partnership, oversee the implementation and monitoring of agreed strategies and action plans.

Educated to SCQF level 9, which includes a Degree or equivalent in a relevant subject such as Economics, Business, Tourism etc

Additional relevant Degree/Diploma

Full membership of related professional body such as IED, EDAS

Experience in economic or tourism related work

✓	
	✓
✓	
✓	

Role Profile

Working with Community Managers and other partners to ensure that Fife's town centres are vibrant, sustainable and attractive to investors, local businesses, communities and visitors.	Experience of project management and the ability to prioritise tasks effectively	✓	
Developing and maintaining expertise in particular subject areas of tourism policy.	Knowledge of current and future tourism policy issues and trends	✓	
Assist the Service in developing appropriate policies relating to tourism and influencing emerging policy at national policy level.	Knowledge of related current tourism related legislation, government guidance and practices	✓	
	Political awareness and sensitivity within a Central and Local Government context	✓	
Supporting internal colleagues to understand the national visitor levy legislation.	Knowledge of legislation and practice relating to Transient Visitor Levy legislation	✓	
Working with partners to promote and organise development activities and projects related to tourism and the visitor levy.	Experience of and the ability to engage effectively with key stakeholders	✓	
Developing and monitoring performance indicators against which progress can be measured.	Experience of analysing and interpreting economic data to provide economic information		✓
Providing progress monitoring information to management to ensure compliance with agreed programmes and financial limits.	Experience of project management tools and techniques	✓	
Developing and maintaining good working partnerships with other Services within the Council and with other external organisations which have a role or interest in Fife's tourism offering.	Experience of and the ability to work effectively with key stakeholders	✓	
Assisting the Lead Officer (Tourism) in discharging the responsibilities of that post including deputising as required.	Confident in dealings with others, including members of the public	✓	

E = Essential Criteria D = Desirable Criteria

Role Profile

Preparing reports and attendance at meetings.	Experience of preparing reports		✓
Preparing and implementing project briefs and delivery plans.	Experience of managing budgets	✓	
Carrying out professional tasks within the general scope of the post as may be allocated from time to time by the Head of Service (Property Services) and Service Manager (Place, Programmes and Policy).	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.			

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

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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.

Additional Information – the following information is available:	Expected Behaviours
<ul style="list-style-type: none"> Skills Framework (if applicable) How we work matters 	<p>Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.</p> <p>Please refer to How We Work Matters Guidance to learn more.</p>

E = Essential Criteria D = Desirable Criteria