



Role Profile

Economy Adviser (Town Centre Development)

Reference No.	A4621	Type	Individual
Service	Economy, Planning and Employability		
Job Family	Professional 2	Grade	FC8

Purpose

To assist with town centre development activities to facilitate the refocus and recovery of Fife's town centres as vibrant assets attractive to investors, local businesses, communities and visitors.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:

Assisting the Lead Officer (Town Centre Development) in the development of policies and initiatives to regenerate town centre economies and working in partnership, oversee the implementation and monitoring of agreed strategies and action plans.

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

E **D**

Educated to SCQF level 9, which includes a Degree or equivalent in a relevant subject such as Economics, Geography, Planning, Surveying, Architecture etc

✓

Additional relevant Degree/Diploma

✓

Full membership of related professional body such as IED, RTPI

✓

Experience in economic, town centre or regeneration related work

✓

Ability to perform a regular and effective service

✓

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
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 (<i>Deliver Results – See How We Work Matters</i>)	✓	
Developing and maintaining expertise in particular subject areas of town centre policy.	Knowledge of current and future economic policy issues and trends (<i>Embrace Technology and Information</i>)	✓	
Assist the Service in developing appropriate policies relating to town centres and influencing emerging policy at national policy level.	Knowledge of related current town centre related legislation, government guidance and practices	✓	
	Political awareness and sensitivity within a Central and Local Government context	✓	
Supporting the Business Improvement District Companies.	Knowledge of legislation and practice relating to Business Improvement Districts	✓	
Working with partners to promote and organise development activities and projects in Fife's town centres.	Experience of and the ability to engage effectively with key stakeholders (<i>Focus on Customers</i>)	✓	
Developing and monitoring performance indicators against which progress can be measured.	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 town centres.	Experience of and the ability to work effectively with key stakeholders (<i>Work Together</i>)	✓	

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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
Assisting the Lead Officer (Town Centre Development) in discharging the responsibilities of that post including deputising as required.	Confident in dealings with others, including members of the public	✓	
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 (Business and Employability) and Service Manager (Economy, Tourism and Town Centres).	Experience of using initiative and working with minimum supervision (<i>Take Ownership</i>)	✓	
	Undertaking all other duties as required for the role – duties will be in line with the grade	✓	
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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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Job Title (Specialists Tasks)			

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