



Role Profile

SERVICE MANAGER – ECONOMIC DEVELOPMENT			
Reference No.	SS2254	Type	Individual
Service	Economy, Planning & Employability		
Job Family	Service Manager 1	Grade	FC11

Purpose
<p>To undertake the planning and implementation of a wide range of Economic and Business Development support for businesses throughout Fife, directly or in partnership with other public and private sector partners.</p> <p>To support other economic and business development initiatives undertaken by the Economic development team on a Fife wide basis as required and to contribute to the overall objectives of Fife Economy Strategy.</p>

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
Leading and managing an effective service function and provide the team with professional leadership, direction and support to deliver the full range of Economic Development functions, as well as relevant Strategic and Corporate Policy functions.	<p>Educated to SCQF level 9, which includes a Degree or equivalent in a relevant subject such as Economics or Business Administration</p> <p>Experience of Prince2 and Hydra training</p> <p>Full membership of related professional body such as IED, EDAS, RTPi</p>	✓	✓
Leading in the delivery of actions arising from the Council and its partnerships to implement actions arising from a variety of Council strategy documents	Evidence of dealing with private sector, consultants and members of the public (Focus on Customers – See How We Work Matters Framework)	✓	
Producing operational project delivery and action plans; work to agreed timescales, including detailed preparation of research data	Problem solving skills	✓	

E = Essential Criteria D = Desirable Criteria

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interpretation and funding bids, as required. Recording and monitoring activity and performance against agreed targets.			
Develop and maintain good employee relations in partnership with employees and relevant Trade Unions through informal and formal processes of communication, consultation and involvement.	Communication skills, both written and verbal	✓	
Leadership of the Council's commercial land and property portfolios, including acting as lead for property deals.	Marketing skills	✓	
Leadership of the Council's commercial land and property portfolios, including acting as lead for property deals.	Leadership and co-ordination skills (Working together)	✓	
Lead on the delivery and implementation of property investment programmes, including the Fife Industrial Innovation Investment programme through the Edinburgh & South East Scotland City Deal and Tax Increment Financing projects.	Knowledge & understanding of technology issues		✓
Lead on the delivery and implementation of property investment programmes, including the Fife Industrial Innovation Investment programme through the Edinburgh & South East Scotland City Deal and Tax Increment Financing projects.	Knowledge and understanding of political awareness and sensitivity within context of central and local government	✓	
Creating and drafting reports for Committees, Working Groups, Partnership Groups, Senior Management Team, Directorate Leadership Team & Council Executive Team	Excellent report writing skills and the ability to take notes of complex meetings	✓	
Undertaking the management and monitoring of the Economic Development service capital and revenue budgets including the Business Gateway contract; business property portfolio budgets and, and ERDF funds ensuring adherence to Council policies, national standards, statutory and legislative procedures and regulations	Negotiating and influencing skills (Deliver results)	✓	
Undertaking the management and monitoring of the Economic Development service capital and revenue budgets including the Business Gateway contract; business property portfolio budgets and, and ERDF funds ensuring adherence to Council policies, national standards, statutory and legislative procedures and regulations	Time management skills, evidence of working to deadlines in a disciplined manner	✓	
Undertaking the management and monitoring of the Economic Development service capital and revenue budgets including the Business Gateway contract; business property portfolio budgets and, and ERDF funds ensuring adherence to Council policies, national standards, statutory and legislative procedures and regulations	Financial management and budgetary skills	✓	
Undertaking the management and monitoring of the Economic Development service capital and revenue budgets including the Business Gateway contract; business property portfolio budgets and, and ERDF funds ensuring adherence to Council policies, national standards, statutory and legislative procedures and regulations	Knowledge and understanding of economic issues	✓	
Undertaking the management and monitoring of the Economic Development service capital and revenue budgets including the Business Gateway contract; business property portfolio budgets and, and ERDF funds ensuring adherence to Council policies, national standards, statutory and legislative procedures and regulations	Contract management skills	✓	
Representing Fife Council, Directorate or Service at both internal and external meetings e.g. Business Gateway Fife Board, leading the delivery and strategic development of the service; Scottish Enterprise and Scottish Development International in the development of strategic approaches at Fife and regional level; SLAED, Business Loans Scotland, Forth & Tay Offshore Cluster.	IT Skills, including experience of Microsoft Office Suite (Embrace technology and information)	✓	
Representing Fife Council, Directorate or Service at both internal and external meetings e.g. Business Gateway Fife Board, leading the delivery and strategic development of the service; Scottish Enterprise and Scottish Development International in the development of strategic approaches at Fife and regional level; SLAED, Business Loans Scotland, Forth & Tay Offshore Cluster.	Leadership and Management skills	✓	
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Leading on business engagement and raising awareness regarding the introduction of Industry 4.0 and its adoption and implementation by Fife businesses, jointly with Scottish Manufacturing Advisory Service (SMAS) and other partner agencies.	An understanding of Best Value and Customer oriented working practices (Take ownership)	✓	
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.

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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