



Role Profile

LEAD OFFICER - ECONOMY

Reference No.	I538.01	Type	Individual
Service	Economy, Planning and Employability		
Job Family	Professional 3	Grade	FC9

Purpose

Provide a lead role in development, monitoring and review of economic development policies. Provide service-wide economic and labour market information and analysis and support the Fife Economy Partnership and other joint working arrangements.

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 the development, review and monitoring of economic development policies including the Fife Economic Strategy on behalf of the Council and the Fife Economy Partnership.	Considerable experience working in an economic policy context	✓	
	Educated to SCQF level 9 which includes a Degree or equivalent	✓	
	Membership of an appropriate professional body such as IED, RTPI	✓	
Providing support to the Fife Economy Partnership including the development of appropriate plans and strategies and research information and intelligence.	Ability to provide a regular and effective service	✓	
Leading role in Service input to Fife's Community Plan and other Community and Corporate Development strategy documents.	Interpersonal skills (Work together – See 'How We Work Matters' Framework)	✓	

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Providing Service-wide information, research and analysis including preparation of labour market information for policy development and performance monitoring.	Experience of research and analysis of economic and labour market data (Embrace Technology and Information)	✓	
Developing, introducing and monitoring appropriate performance indicators and benchmarking data against which the performance of economic policy activities can be measured.	Experience interpreting complex performance data	✓	
Leading role in developing, monitoring and reviewing of a Strategic Agreement on joint working between the Council and the University of St Andrews.	Experience to engage effectively with partners (Focus on Customers)	✓	
Working in conjunction with the Service Manager ensuring the effective organisation and delivery of technical, professional and operational standards to achieve the requirements of the Team and Service as a whole.	Experience of managing staff	✓	
	Prioritisation skills	✓	
Leading on identified work areas on a day to day basis on the instruction and guidance of the Service Manager, including the work of other staff.			
Contributing to the achievement of the Service and Team Plans.	Experience of effectively managing conflicting demands	✓	
Maintaining an overview of the Team's activities in order to meet agreed targets by allocating staff/resources to meet competing priorities. Allocating and scheduling work on an ongoing basis.	Experience of managing performance of staff	✓	
Keeping the Service Manager apprised of developments affecting the work remit.			
Assisting the Service Manager by monitoring internal attendance management targets, and staff performance in relation to these targets, to ensure these are maintained or improved.			
Procuring and managing external consultancies as appropriate.	Project management experience in an economic policy setting		✓

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Cascading information from the Service Manager to update staff in the Team with events in the Council or the Service through briefing sessions, meetings or regular informal contact.	Communication skills	✓	
Deputising for the Service Manager as required e.g. meeting attendance, mail handling and correspondence.			
Preparing reports for internal and external audiences, including Council committees, Fife Economy Partnership and other joint working groups and developing briefing notes, strategies and action plans for the service using a range of communication styles.	Experience of presenting information through a variety of styles (Deliver results)	✓	
Ensuring new and existing staff are trained to undertake duties within the Team. Undertake training needs analysis in line with service delivery requirements. Appraise the Service Manager of any training requirements.	Supervisory skills	✓	
Monitoring the operation of the Team to identify trends and changes of priority for future resource planning and service delivery priorities and procedures.			
Ensuring all work is carried out in line with, and assist in developing quality assurance and best practice procedures.	Ability to take own initiative (Take ownership)	✓	
Assisting in the investigation of complaints where required, review the nature of the complaints in line with the corporate and service Complaints Procedure and standards.			
Producing Team and Service reports as required. Producing and presenting reports, guidance and other documentation as required.	Report writing skills	✓	
Preparing Briefing Notes, Committee Reports and attending Committees/Pre-Committees as required.			
Participating in budgetary review and providing information to the Service Manager on necessary actions and implications of budgetary adjustments.	Experience in managing budgets	✓	

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Applying appropriate audit, control and collection procedures to monitor expenditure.			
Authorising payments to contractors, operators and suppliers as required.			
Developing with the Service Manager new methods of working to improve service delivery and encourage best value solutions to service delivery problems.	Creative and practical solution skills		✓
Ensuring evaluation and review mechanisms are in place for these solutions.			
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

Type of Protection of Vulnerable Groups (PVG) or other Disclosure check (choose only one).	PVG Children <input type="checkbox"/>	PVG Protected Adults <input type="checkbox"/>	PVG Both <input type="checkbox"/>	None <input checked="" type="checkbox"/>
	Basic Disclosure <input type="checkbox"/>	Standard Disclosure <input type="checkbox"/>	Enhanced Disclosure <input type="checkbox"/>	

E = Essential Criteria D = Desirable Criteria

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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