

# **Tunbridge Wells Borough Council**

## **Job Description**

**Title:** Senior Economic Development Officer

**Grade:** 6

**Service:** Economic Development

**Responsible to:** Economic Development Manager

### **Job Summary**

To prepare a new economic development action plan for the borough including consultation with businesses and other partners. To deliver economic development projects, programmes and services in support of business growth in the borough. To contribute to work to prepare for Local Government Reorganisation.

### **Main Duties**

1. To review the Borough's Economic Development Strategy and update the associated Action Plan in collaboration with other partners and in preparation for Local Government Reorganisation.
2. To deliver, monitor and report on grant funded programmes/projects such as the UK Shared Prosperity Fund and Rural England Prosperity Fund.
3. To take the lead in the Economic Development Team's communications with local businesses and to attend business networking events across the borough.
4. To respond to enquiries from local businesses and business organisations.
5. To liaise with the Council's Planning Policy and Development Management Teams on economic development matters including support for the Town Centre Area Plan for Royal Tunbridge Wells.
6. Supporting the Property Team on the work to develop the Royal Victoria Place Shopping Centre.
7. To work with Invest West Kent partners (Sevenoaks District Council and Tonbridge & Malling Borough Council) to prepare and deliver the Invest West Kent Local Growth Plan, including business support and employability and skills initiatives set out in the Action Plan.
8. To work on joint projects and initiatives with Royal Tunbridge Wells Business Improvement District (BID).

9. To take the lead on delivering recruitment events with Department for Work & Pensions (Jobcentre Plus).
10. To work with partners, particularly Kent County Council and Parish Councils, to support the roll-out of digital infrastructure to support the local economy.
11. To manage the Council's process to list Assets of Community Value.
12. To lead on the research, engagement and monitoring of Economic Development data to assist in the preparation of reports and plans for Committees and consultations.
13. To present information at Committees and other meetings and to brief Councillors and Senior Officers on Economic Development issues.
14. To identify possible sources of external funding and to work with partner agencies to develop and submit funding bids.
15. Additional administrative duties as required, including assisting with the team's financial and record keeping procedures.

**NB:** This job description is not intended to be an exhaustive list of the duties required in the post. In light of Service needs, some tasks will need to change, and any changes will be made in consultation with the postholder.