

<b>DIRECTORATE:</b>	Communities
<b>DEPARTMENT:</b>	Operations – Community Services / Economy, Natural Resources & Sustainability / Employability & Enterprises
<b>POST:</b>	Economic Development Team Leader
<b>GRADE OF POST:</b>	GR14
<b>RESPONSIBLE TO:</b>	Employability and Enterprise Manager

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**JOB PURPOSE:**

To support the development and growth of the economy in Bridgend County Borough and the wider Cardiff Capital Region by leading:

- The delivery of the Economic Strategy for Bridgend County Borough, framing Economic Planning and Development.
  - The delivery of the Bridgend County Borough Destination Management Plan.
  - A comprehensive, integrated service to potential and existing businesses in conjunction with other agencies and organisations at national, regional and local level.
  - A range of Business Growth and Development funding opportunities and support to businesses to access other forms of funding.
  - Work with other Local Authorities in Wales, in particular in Cardiff Capital Region, to develop and deliver programmes of support
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**PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:**

- Lead the delivery of the Economic Strategy for Bridgend County Borough and the Bridgend County Destination Management Plan.
- Manage the Economic Partnership and Economic Programme Board.
- Manage the Destination Management Partnership and Coastal Partnership.
- Lead co-ordination of the Bridgend County Events Safety Advisory Group (ESAG).
- To line manage Officers within the Economic Development team.
- To set, monitor and manage annual revenue and capital budgets.
- To lead a co-ordinated programme of business growth and development and supply chain enhancement for the whole business community, including social enterprises, by:
  - Promoting opportunities for growth to businesses
  - Understanding business needs, applying knowledge in support of the development partner
  - Identifying key growth areas
  - Actively identifying and taking forward possible local purchasing, training, and employment opportunities

- Leading on and responding to all growth requests and opportunities
  - Co-ordinating the access to and/or development of accessible business spaces
  - Enabling the use of available land and development areas
  - Facilitating access to business development support, capital and revenue funding and interventions
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- To deliver large scale capital schemes linked to the aims of the Bridgend County Economic Strategy and the Bridgend County Destination Management Plan.
  - To develop and manage external funding bids in pursuance of delivering an enhanced and sustainable service, ensuring compliance with appropriate policies, procedures and funder requirements.
  - To lead on procurement and commissioning processes and management of appointed contractors and consultants in line with the requirements of the service area.
  - To lead on work for Bridgend County Borough Council in relation to opportunities for local businesses and supply chain development through the Council's Sustainable Procurement Strategy and the Bridgend 2030 Net Zero Carbon Strategy.
  - To work in partnership and to provide expert advice and guidance to internal and external stakeholders including public, private and voluntary sectors to deliver specific programmes and projects applying legislative compliance.
  - To represent the council on relevant boards, working groups and forums and to provide strategic advice and guidance upon matters relating to Economic Development.
  - To provide accurate briefings for senior management, members and colleagues on all aspects of Economic Development to shape the development of productive relationships and solutions.

## **GENERAL DUTIES**

### **Health and Safety**

To fulfil the general and specific roles and responsibilities detailed in the [Health and Safety Policy](#)

### **Equal Opportunities**

To ensure that all activities are operated in accordance with Equal Opportunities legislation and best practice.

### **Safeguarding**

Protecting children, young people or adults at risk is a core responsibility of all employees. Any concerns should be reported to the Adult Safeguarding and Quality Team or Children's Safeguarding Assessment Team.



**Review and Right to Vary**

This Job Description is as currently applies and will be reviewed regularly. You may be required to undertake other tasks that can be reasonably assigned to you, including development activities, which are within your capability and grade.

## Person Specification

### Economic Development Team Leader

The following attributes represent the range of skills, abilities and experiences etc. relevant to this position. Applicants are expected to meet the attributes that have been identified as essential.

Attributes	Requirements	Essential	Method of Evaluation/ Testing
<b>Qualifications, Education &amp; Training</b>	<ul style="list-style-type: none"> <li>Educated to degree level, in a relevant subject, or an ability to demonstrate significant and relevant experience.</li> </ul>	Yes	Production of original Qualification Certificates and application form.
	<ul style="list-style-type: none"> <li>Management Qualification or an ability to demonstrate significant and relevant experience.</li> <li>Eligible for appropriate professional membership.</li> </ul>	Yes	
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>Considerable experience in Economic Development, its activities, partners and its policy context.</li> </ul>	Yes	Interview, application form, and selection process.
	<ul style="list-style-type: none"> <li>In-depth knowledge of the economy to include market trends, labour markets and the business environments.</li> </ul>	Yes	
	<ul style="list-style-type: none"> <li>Proven experience of working and managing at a senior level.</li> </ul>	Yes	
	<ul style="list-style-type: none"> <li>Proven track record in managing a large and complex portfolio of activities, demonstrating a robust understanding and experience of project management procedures.</li> </ul>	Yes	
	<ul style="list-style-type: none"> <li>Proven experience in effectively managing large and complex budgets (capital and revenue) and projects in a multi-disciplinary service environment.</li> </ul>	Yes	
	<ul style="list-style-type: none"> <li>Experience of supervising project staff and multiple contractors.</li> <li>Evidence leadership at regional level, on an inter-agency/partnership basis, and leading partnership programmes</li> <li>Experience of negotiating partnership agreements with</li> </ul>	Yes	

<b>Knowledge &amp; Experience (continued)</b>	<p>multiple partners and ensuring that the Council's position is protected and exposure to risk managed appropriately.</p> <ul style="list-style-type: none"> <li>• Experience of working with industry, government, and third sector organisations.</li> </ul>		<p>Interview, application form, and selection process.</p>
<b>Skills &amp; Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Ability to comprehend, analyse and evaluate complex information including presenting information and reports, and make decisions based on sound analysis.</li> <li>• Ability to work proactively; be highly motivated, demonstrating energy and vision and lead by example.</li> <li>• Ability to support the Council's transformation agenda, develop new and innovative ways of working with the ability to exercise imaginative thinking outside of policy and context to resolve complex problems.</li> <li>• Numerate and literate and capable of producing reports and management information.</li> <li>• Ability to advocate for the Council, in situations that are contentious or of strategic significance.</li> <li>• Ability to work under pressure and manage team workloads in line with corporate priorities to ensure that targets and costs savings are realised.</li> <li>• Good communication skills and an ability to prepare presentations and reports to a high standard and understand complex data in particular that which is required in a performance related environment.</li> <li>• Conflict Management and dispute resolution skills.</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Interview, application form, and selection process.</p>

Attributes	Requirements	Essential	Method of Evaluation/ Testing
<b>Skills &amp; Personal Qualities (continued)</b>	<ul style="list-style-type: none"> <li>• IT literate and ability to use a range of packages and responsible for safekeeping own ICT and telephone equipment.</li> <li>• Full clean driving licence.</li> <li>• The ability to communicate through the medium of Welsh.</li> </ul>	Yes	Interview, application form, and selection process.