

## Job Description

<b>Job title</b>	Senior Economic Development Officer (Pleasley Vale)
<b>Reports to</b>	Business Growth Manager
<b>Direct reports</b>	<i>None</i>
<b>Grade</b>	8
<b>Salary range</b>	£33,143 to £37,714

### Job purpose

- To deliver a renewed masterplan for Pleasley Vale Mills, which aligns to the vision and values of the Council's Growth Strategy and Vision Bolsover to achieve the priority of 'Unlocking Development Potential' and 'Making the best use of our assets'.
- To take a leading role in the commissioning and management of consultants to undertake surveys and technical reports as required to formulate a pack of supporting information for a planning application.
- To prepare and submit a full valid planning application in line with the renewed masterplan for the site.
- To engage with, and manage the interests of, a range of stakeholders with differing interests in the redevelopment of Pleasley Vale Mills.

### Duties and responsibilities

1. To take a leading role within the Economic Development Team on the master-planning of investment and preparation of a viable business plan for the comprehensive redevelopment of Pleasley Vale Mills.
2. To be responsible for the management of allocated budgets, including: maintaining up-to-date financial forecasting; preparing regular financial reports on progress; monitor and report financial performance against key performance indicators; and identify cost variations and correct with appropriate measures.
3. To attend and report to Project Boards, Project Control Groups and other meetings where required.
4. To prepare and present regular reports to Management Team and other partners that require them.
5. To lead procurement processes and prepare and issue briefs, tendering documentation and contract documentation in relation to consultants and contractors engaged on projects.

6. To maintain risk registers, ensuring that risks are identified and assessed and that appropriate mitigations are recorded and implemented.
7. To manage and co-ordinate a wide range of consultants and contractors where required.
8. Identify target audiences, project partners, and project investors.
9. To work with partners to create, develop, and cost engagement and community participation events and opportunities where required.
10. Where required, to lead on the development and delivery of engagement activities, including object displays, exhibitions' text and graphics, and interactive exhibits, digital and audio visual exhibits, and paper-based interpretation.
11. Engage with, and co-ordinate with Planning Officers, Conservation Officers and Environment Agency to ensure proposals meet requirements where required
12. To prepare and submit planning applications for planning permission, listed building consent, advertisement consent and any others appropriate to the redevelopment scheme.
13. To undertake all aspects of project development and delivery including liaison and negotiation with stakeholders, securing resources, project management, and monitoring.
14. Maintain knowledge of local, regional, and national strategies, policies, and legislation relevant to the area of work.
15. Exercise budgetary control in respect of projects to ensure most efficient use of resources following council procedures and financial regulations.
16. To deputise for the Business Growth Manager and represent the Council at various meetings and committees.
17. To undertake any other reasonable duties commensurate to the grade and general nature of the post.

#### **Working conditions**

The post holder will be required to work flexibly to meet the needs of the service, including occasional evening and weekend work. The post-holder will be required to balance their time working from home and the Council's office at The Arc, High Street, Clowne, and any other location from time to time as required.

#### **Physical requirements**

The physical requirements of the post shall be minimal on the post-holder, with the need for occasional standing for prolonged periods, lifting and carrying light goods



and equipment, as well as walking on sites / town centres.

#### Corporate Duties and Responsibilities

To familiarise yourself with the principles of, and key Council documents and policies relating to:

- Health and Safety at Work;
- Equality and Diversity;
- Data Protection (Employees must at all times abide by the principles of the UK GDPR, Data Protection Act and Council policy and guidance);
- Customer Service;
- Community Safety (Section 17 of the Crime and Disorder Act requires the Authority and individual employees to consider how community safety can be improved when the functions of the Authority are exercised);
- Safeguarding Vulnerable Adults;
- Child Protection Policy;
- and, Risk Management.

This job description sets out a summary of the key features of the role. It is not intended to be exhaustive and will be subject to review (on an annual basis).

Any other duties commensurate with the grade as determined by management.

Any job description provided to you by the Council will not form part of your contract of employment.

<b>Approved by:</b>	Natalie Etches
<b>Date approved:</b>	21 March 2022
<b>Reviewed:</b>	