



IPSWICH
BOROUGH COUNCIL

Ipswich Borough Council Job Description: M60

Economic Development Projects Manager

Main Purpose of Job

To manage, lead and deliver economic development projects that contribute to the Councils Corporate Strategy including effective business planning, performance and risk management.

Main Duties

1. Support delivery of the Council's corporate priorities for economic growth, including a thriving town centre, stronger neighbourhoods and wider regeneration. To use proven techniques to analyse and influence Ipswich's economic development.
2. To support Inward Investment and sector focused initiatives, working with partners and stakeholders to promote economic growth, regeneration and prosperity in Ipswich.
3. Support the Towns Fund programme manager as required.
4. Manage projects budgets, ensuring sound budgetary control, profiling and reporting Manage the development and delivery of Economic Development projects, ensuring successful implementation of agreed outcomes .
5. Responsible for ensuring robust project, performance and risk management across the Economic Development Programme.
6. Lead on work relating to priority sectors, supporting growth, skills and resilience in the local economy.
7. Liaise with outside organisations, including partners (existing and prospective) contractors and third party suppliers to support economic opportunities and deliver against the Councils ambition for a prosperous and inclusive town.
8. Work with and advise Councillors and ~~and advise Councillors and~~ the Senior Managers Group on Economic Development matters ensuring a strong corporate focus on this priority.
9. Ensure robust project management, performance monitoring and risk management across economic development programmes
10. Responsible for promoting and collaborating to achieve shared objectives.

11. Utilise data (e.g. socio-economic) to identify potential areas of focus and identify opportunities to inform decision making and inform project delivery.
12. To assess the most effective and efficient approach to improving inward investment, visitor numbers, designing and specifying appropriate projects to achieve priorities.
13. Expected to work outside of normal office hours as and when required.

Such variations as may be required from time to time without changing the general character of the duties shown above or the level of responsibility entailed.



PERSON SPECIFICATION

ECONOMIC DEVELOPMENT PROJECTS MANAGER

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Knowledge/Qualifications	Education to Degree or an NVQ Level 6 in a managerial or professional/technical field and/or qualitative experience in economic development. Evidence of continued professional development	Diploma in Management Studies Membership of appropriate professional body	Application/ Certificate Application Interview
Work related experience, skills and competencies	Experience of working at a senior management level Ability to demonstrate skill in working in a corporate and political environment Working knowledge of economic development principles and good practice. Experience of successfully leading and managing projects Experience of developing strategy and project management processes Demonstrable experience of managing a range of projects including effective partnership working	Experience of working in partnership	Application Interview

Personal skills	Demonstrate effective presentation and communication skills. Demonstrate ability to be a positive change agent Demonstrate a sound understanding of equal opportunities and diversity issues in relation to employment and service delivery. Ability to work collaboratively Demonstrate a customer focused and responsive approach that improves service delivery		Application Interview
Special working conditions	Ability to work a minimum of 1 day per week in the office		Application Interview