

Policy and Resources (Vacancy Monitoring) Sub-Committee

Request to Fill a Vacancy Graded NLC12 and Above

Service: Regeneration & Environmental Services	Division: Planning and Regeneration
Section: Economic Development	Post: Economic Development Manager (Temporary)
Grade: NLC17	Essential Qualification: SVQ5 or honours degree
Date vacancy occurred: 10 November 2014	Current Salary Scale: £53,727 - £58,794
Reason for vacancy: Post holder is being seconded to City Deal.	
<p>What are the consequences of not filling this post?</p> <p>This is a key post, leading the Economic Development Service. The remit covers key areas such as employability services, business support and Lanarkshire Business Gateway contract delivery. Therefore, this post is essential for service provision.</p>	
<p>What alternatives to filling the post have been considered and why is it considered that these alternatives are not appropriate?</p> <p>The post is required. No alternatives are available</p>	
<p>The following documents are enclosed with this form: (✓)</p>	
1. Job Description	<input checked="" type="checkbox"/>
2. Organisational Chart (detailing location of post in structure and including number of posts at same level)	<input checked="" type="checkbox"/>
I confirm that, for the reasons set out above, that the filling of this vacancy is considered essential.	

Signature

Executive Director:

Paul Gintas

Date: 31 October 2014

Human Resources use:

Date of Vacancy Monitoring Sub-Committee _____

APPROVE / NOT APPROVE / CONTINUE

North Lanarkshire Council
Job Description

Service: Regeneration & Environmental Services
Division: Planning and Regeneration
Job Title: Economic Development Manager
Job Evaluation Post
Reference:
Responsible to: Head of Planning and Regeneration
Grade: NLC17

Job Outline:

Responsible to the Head of Planning and Regeneration for leading and developing the strategic and operational management, administration and performance of the Economic Development Service including: employability services across North Lanarkshire Partnership; business support to new start and existing businesses; Lanarkshire Business Gateway contract delivery; service development for tourism; inward investment and film location and the development of economic and regeneration related strategy and policy development.

Main Duties and Responsibilities:

In addition to the normal duties and responsibilities of managing the above function, you will be responsible for:

1. Reporting through the Head of Planning and Regeneration Services to relevant Committees in relation to duties imposed by statute or matters of professional or technical judgement or expertise.
2. Representing the Head of Planning and Regeneration and the Council as necessary for the achievement of organisational priorities and policies, including contributing to and attending external groups and agencies such as conferences, seminars, meetings, public enquiries, tribunals, and government departments.
3. Playing a full and active part in the corporate approach to the overall running of Council services, ensuring, through the Head of Planning and Regeneration and in conjunction with other Officers, the effective and efficient implementation of Council priorities and policies and the effective deployment of resources to this end.
4. Contributing to the development and implementation of major policy and change initiatives and programmes particularly major social, economic,

environmental, and sustainable development proposals in the general interests of the Council and its communities.

5. Keeping under review all aspects of service policy and practice, identifying and implementing initiatives and programmes to enhance performance and co-ordinate and evaluate progress against agreed outcomes.
6. Preparing and implementing a service management plan which reviews performance, establishes the needs, requirements, and objectives, and sets out a forward programme of key tasks and performance targets for Planning and Regeneration.
7. Effectively participating in, and demonstrating commitment to the aims of, the management team and working collaboratively across the organisation to help achieve service and corporate objectives.
8. Ensuring the delivery of a high quality professional service that maximises resources available, delivers positive outcomes, and meets the needs of partners, funders and service users.
9. Promoting the service to the community through demonstrations, events, festivals, centres of excellence, publicity and programming.
10. Ensuring compliance with legislative requirements in relation to best value and other service related activities in order to achieve continuous improvement.
11. Establishing and implementing a strategic framework for the provision of services which is business led, customer focused, provides value for money and embeds a culture of continuous improvement.
12. Preparation of the forward expenditure plan and annual bids for capital expenditure consents and such strategy papers as the Council may require.
13. Accountable for the preparation and effective management of relevant budgets and for ensuring adequate monitoring, reporting and control arrangements.
14. Making the most effective use of available financial resources and, where possible taking remedial or pre-emptive action to address problems and maximise income.
15. Ensuring appropriate compliance and procurement arrangements, in terms of negotiations, tenders and contracts.
16. Maximising available and appropriate external funding opportunities and securing new investment in jobs and business within North Lanarkshire.
17. Ensuring that North Lanarkshire Council effectively deliver on its role as Contract Manager for the Business Gateway contract.

18. Leading the development of projects and services associated with the Council's economic strategy and other related programmes and initiatives.
19. Developing and leading the Council's plans for securing inward investment and economic growth on key strategic investment sites.
20. Securing the appropriate resources necessary to deliver on strategic economic priorities through external funding partnership activity, including EU funding.
21. Ensuring effective plans and resources are in place and being delivered to support the development of key sectors including tourism, film location and social enterprise.
22. Leading on economic policy development and planning of related activities ensuring that effective economic, employability and business support strategies and action plans are in place to achieve economic growth and stability.
23. Managing and monitoring EU funds awarded to ensure that projects are fully compliant with external funding rules and resources are utilised in accordance with programme rules and funding applications.
24. Managing and developing projects and initiatives to ensure that the service is able to meet agreed targets for supporting people into employment, new business start up and support to existing businesses.
25. Providing Planning and Regeneration Services in accordance with relevant legislation, directives, codes of practice, guidance notes, and other professionally recognised instruments.
26. Ensuring that all staff receive the management and direction necessary for the effective delivery of the service and, where necessary, dealing with performance issues.
27. Responsible for the application and implementation of all aspects of personnel practices.
28. Ensuring, in conjunction with colleagues, that all staff receive the training and skills development necessary for the effective delivery of the service and have access to appropriate systems of communication and consultation.
29. Developing and implementing approaches to workforce planning and organisational development that enables change across the organisation in terms of working culture and employee capability, reflecting best practice whilst meeting the needs of the organisation.
30. Implementing, monitoring and developing the Council's equal opportunity arrangements in a way that values and promotes diversity and respects individual differences.

31. Ensuring all duties and responsibilities are fulfilled in terms of the Health and Safety and Work Act 1974.

32. Undertaking such delegated duties as may be decided by the Council and such other duties as may be required by the Head of Planning and Regeneration or anyone acting on his/her behalf.

This job outline is intended to indicate the broad range of responsibilities and requirements of the post. It is neither exhaustive nor exclusive but, while some variation can be expected in particular duties, the outline is considered to provide a reasonable general description of the post.

Regeneration at 1 April 2014

