



Job Description

Service:	Growth
Job title:	Economic Development Analyst
Grade:	F
Hours of work:	37
Responsible to:	Economic Development Manager
Responsible for	
Direct reports:	0
Indirect reports:	0
Budget:	0

Purpose of Post:

To support intelligence led prioritisation and decision making on the council's growth agenda and economic success, including strategic and cross-disciplinary initiatives. This post will have particular emphasis on identifying trends and opportunities for the growth and sustainable development of Huntingdonshire's local economy. This role proactively gathers data, evidence and information to provide analysis of the local economy to influence decision making and forming judgements for the priorities and opportunities outlined in the Economic Growth Strategy.

Key Deliverables:

To deliver:

- Collection, analysis and management of data, information and intelligence relating to the local economy, its structure and the businesses that it comprises;
- Horizon scanning of national and regional policy trends and initiatives aligned to the Economic Growth Strategy;
- Identification of opportunity gaps in priority sectors to inform shaping and driving the strategic direction of economic growth;
- Identification of target companies and networks (including but not exclusively Cambridge focused) for the promotion of Huntingdonshire as an investment location of choice;
- Dissemination of information both internally within the Council, to partner organisations and stakeholders and to the business community through multiple communication channels;
- Collaborating with colleagues across the Council particularly but not exclusively with regards to economic development and related project activity;
- Liaison and engagement with external partners and stakeholders to ensure wider understanding of the local priorities and opportunities for economic growth;
- Preparation of reports and presentations as required including: economic and business intelligence; funding, business support and other economic development related opportunities;
- Single point of contact for querying, re-licensing and training team members on the FAME database
- Responsibility for administering Zoho CRM including design, querying, monthly reports, processes, utilization, team training
- Contributions to internal and external reports, consultations, newsletters, website, social media engagement;
- Contribute as part of the wider team to increase NNDR growth within the District.

To advise:

- Colleagues within the team and across the Council on local economic development priorities, priority sectors and companies; and
- Colleagues within the team and local businesses regarding funding, business support, supply chain development, skills and training opportunities with a priority sector focus

<p>Knowledge and Qualifications</p>	<p>A degree and or other equivalent qualification/experience. Particularly desirable degrees would include economic development, economics, social sciences, economic geography, mathematics or statistics.</p> <p>An understanding of economic development trends and initiatives (essential)</p> <p>Excel (advanced essential) Lookups, pivots, charts, filtering</p> <p>Use of a CRM (essential)</p> <p>Querying databases – (essential) nothing specific but familiarity with Boolean logic would be preferable</p> <p>Database design (desirable) Managing data (e.g. data analysis, storage, manipulation, representation) essential</p> <p>Project management and/or process design (desirable)</p> <p>Mapping software, ie ArcGis (desirable)</p> <p>Power BI (desirable)</p> <p>Business Objects (desirable)</p>
<p>Experience</p>	<p>Demonstrable experience in data gathering, analysis and reporting.</p> <p>Database/information management and security</p>
<p>Skills and Abilities</p>	<p>Excellent networking and communication skills, verbally and in writing with a full spectrum of levels of seniority and multi-disciplined backgrounds and within partnership environments.</p>

	<p>A flexible approach to work and a creative positive attitude towards problem solving.</p> <p>The ability to apply analytical skills to diverse subject areas and to recognise linkages and relationships between different projects, issues and activities.</p> <p>The capacity to work in a diverse multi-disciplinary environment and to develop effective working relationships to monitor and influence performance.</p> <p>The capacity to assimilate information from a range of sources and to develop and communicate an understanding of the issues.</p> <p>Clear and concise written and spoken communication skills</p> <p>Ability to present written and statistical information in a structured and balanced way appropriate to the needs of the reader.</p> <p>Confidence in presenting complicated and detailed information clearly and concisely as appropriate to audience need.</p> <p>Report writing and Powerpoint presentation</p>
<p>Decision Making and Impact on Others</p>	<p>Post-holder will be required to gather and use intelligence to influence the setting of economic development priorities across the ED team, in other departments and Council.</p> <p>In collaboration with others, influencing external partners to ensure that the District's economic growth opportunities are maximised.</p> <p>Prime responsibility for leading Council wide ED focused information gathering and dissemination activities.</p>

<p>Communication with Internal and External Customers</p>	<p>Predominantly internal facing post interacting with multi-disciplinary teams across the Council as well as with members. Excellent communication within the ED team essential. Some indirect communication with businesses, partners and stakeholders mainly through newsletters, website and social media.</p> <p>Focus of this role in their team, other teams or across the council Internal customer contact 70% External customer contact 30%</p>
<p>Personal Attributes and Other Requirements</p>	<p>Limited requirement to travel mainly within District, Cambridgeshire-wide sometimes and occasionally further but always within UK</p> <p>Occasionally work unsocial hours</p> <p>Be a good team worker demonstrating loyalty and commitment to the organisation and team members</p>
<p>HDC values</p> 	<p>The values outlined below reflect our collective positive attitude and how all staff are expected to work together as one team.</p> <p>Inspiring: We have genuine pride and passion for public service; doing the best we can for customers matters to us all.</p> <p>Collaborative: We achieve much more by working together, and this allows us to provide the best service for customers.</p> <p>Accountable: We take personal responsibility for our work and our decisions, and we deliver on our commitments to customers.</p>



	<p>Respectful: We respect people's differences and are considerate to their needs.</p> <p>Enterprising: We use drive and energy to challenge the norm and adapt to changing circumstances. We are always ready for challenges and opportunities, and we embrace them.</p>
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Safeguarding and promoting the welfare of children and young people/vulnerable adults

Huntingdonshire District Council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.