



MALDON
DISTRICT COUNCIL

**Head of Economic Development
(Part 1 – Job Description)
(2619SI)**



Job Title	Head of Economic Development
Grade	L
Job Reference	2619SI

Reporting to	Portfolio of Services
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Director of Strategy
and Improvement

- Strategic economic planning, policy development, and delivery of the Council’s economic development objectives.
- Business support, including advice, guidance, and growth initiatives for local enterprises.
- Inward investment and partnership development to attract new businesses and investment to the district.
- Town centre development, including initiatives to strengthen high streets and local employment areas.
- Skills, employment, and workforce development programmes in partnership with education providers and employers.
- Funding and grant management, including sourcing, bidding, and administering external funding for economic projects.
- Delivery of programmes that support innovation and sustainable economic growth.
- Monitoring, analysis, and reporting on local economic performance to inform strategic decisions.
- Promotion of the district’s tourism offer.
- Engagement with strategic economic partnerships.
- Culture and heritage development, including the stewardship, enhancement and promotion of cultural assets to support place-making, community identity and sustainable economic growth.
- Delivery and oversight of major events that support place-making, promote the district’s profile, and contribute to economic growth.

(From time to time, the areas under the responsibility of this post may vary on a temporary or permanent basis. When this occurs, the relative job size will remain within the parameters of the grade for the role as evaluated under the Council’s job evaluation scheme)



Team Purpose

- Provide a coordinated, strategic and delivery focussed economic development service that that supports a resilient, inclusive and sustainable local economy and contributes directly to the delivery of the Council's Corporate Plan.
- Enable economic growth across the district by supporting businesses attracting inward investment, promoting employment and skills development and strengthening town centres, and key employment locations.
- Work in partnerships with internal services, elected Members, neighbouring authorities, public sector bodies, business, education providers, and the voluntary sector to maximise opportunities for investments, and external funding.
- Deliver evidence led strategies, programmes and intervention that respond to local economic needs, national and regional policy priorities and the changing economic environment while ensuring strong governance, effective use of resources and excellent customer focus.
- Supporting the Council's wider objectives by contributing to cross cutting initiatives, promoting innovation and collaboration and helping to build long term economic prosperity, for residents, business and communities across the district.
- Champion the district's culture and heritage assets by integrating them into economic strategies, supporting their preservation and growth, and maximising their contribution to placemaking, community wellbeing and long-term economic prosperity.
- Support the delivery of major events that enhance the district's visitor offer, strengthen local identity, and generate economic and community benefits.

Role Purpose

- Provide strategic leadership and direction for the Council's economic development, business growth functions, and the development and promotion of tourism, culture and heritage assets, ensuring these contribute fully to a resilient, inclusive and sustainable local economy.
- Lead, inspire, and develop the Economic Development team, fostering a culture of collaboration, innovation, and high performance.
- Act as the Council's senior advisor on economic growth, culture, heritage and tourism, engaging constructively with elected members, partners, businesses, developers, and external stakeholders.
- Influence policy, attract investment, and deliver programmes and initiatives that support inclusive economic outcomes and district-wide prosperity.
- Drive forward strategic initiatives and projects, using evidence-based decision-making to respond to emerging economic challenges and opportunities.
- Provide strategic oversight of major events, ensuring they align with economic, cultural and place-making priorities.
- Ensure services and programmes are aligned with the Council's Corporate Plan, and wider organisational objectives.
- Contribute to the Council's senior leadership, taking collective responsibility for organisational performance, risk management, and delivery of high-quality services.



- Model the Council’s values, behaviours, and leadership standards, promoting effective governance, ethical decision-making, and staff wellbeing.

Key Accountabilities

Service delivery

- Lead the development and delivery of the Council’s economic development programmes, ensuring alignment with the Corporate Plan, and regional economic frameworks.
- Oversee the planning, delivery, and monitoring of economic growth initiatives, business support programmes, and town centre development projects.
- Provide strategic oversight of inward investment, business engagement, and partnership development to attract new businesses and investment to the district.
- Ensure high-quality, evidence-based advice is provided to elected members, senior leadership, and external partners to inform decision-making and policy development.
- Champion the use of data, intelligence, and research to understand local economic trends, identify opportunities, and proactively respond to emerging challenges.
- Promote innovation and continuous improvement in service delivery, including digital solutions, sustainable growth initiatives, and customer-focused processes.
- Ensure the effective management of projects, contracts, and programmes, maintaining quality, compliance, and value for money.
- Build and maintain strong relationships with internal teams, neighbouring authorities, local enterprise partnerships, educational providers, and other stakeholders to deliver joint economic development objectives.
- Provide visible leadership for the Economic Development team, modelling high standards of professionalism, collaboration, and customer service.
- Oversee the strategic development and promotion of the district’s culture and heritage assets, ensuring they are integrated into tourism activity and wider economic development initiatives.

Lead the planning, coordination and delivery of major events, working with partners and stakeholders to maximise economic impact, visitor engagement and community participation.

Financial and risk management

- Ensure effective, robust, and strategic financial management of the Economic Development service, including budgets, programmes, projects, and external funding, aligned with the Council’s agreed financial strategy.
- Embed a culture of strong financial accountability, reporting, and value for money across all economic development initiatives, including, business support programmes, and inward investment projects.
- Identify, evaluate, and manage strategic and operational risks associated with economic development, and business growth programmes, ensuring risks are mitigated and decisions are made within agreed governance frameworks.



- Empower and support officers to make decisions confidently within defined risk appetites, providing guidance on compliance, governance, and accountability in line with Council policies and statutory requirements.
- Actively contribute to the Council's wider risk management and governance processes, ensuring economic development priorities are considered in corporate risk registers, decision-making, and programme planning.

Talent management

- Lead transformative change while fostering a culture of resilience and adaptability
- Create opportunities for people to develop and flourish, building a vibrant and capable pipeline of future talent
- Celebrate strong performance and address underperformance with a constructive and solution-focused approach
- Consistently embody the organisation's values and behaviours through actions and conduct as a role model

Emergency planning and business continuity

- Contribute to Emergency Planning (Silver rota) and Business Continuity with the Council which will include undertaking activities and responding to incidents as required



(Part 2 – Person Specification)

Knowledge, Skills, Ability, Experience and Qualifications/Training

Knowledge

- In-depth understanding of economic development, and business growth principles, practices, and policy at local, regional, and national levels.
- Comprehensive knowledge of the economic, social, and demographic factors influencing local and regional economies, including employment, skills, investment, and business support needs.
- Sound understanding of local government structures, political processes, governance, and the legislative and regulatory environment in which councils operate
- Knowledge of funding mechanisms, grant administration, and public-private partnership models relevant to economic development and projects.
- Awareness of contemporary challenges and opportunities affecting place-based economic growth, including digital transformation, sustainability, climate change, and inclusive economic development.
- Strong understanding of programme and project management principles, including performance monitoring, evaluation, and reporting to ensure strategic outcomes are achieved.
- Knowledge of best practice in stakeholder engagement, partnership working, and community collaboration to deliver economic development objectives.
- Awareness of risk management, financial governance, and compliance frameworks relevant to delivering complex projects and programmes.
- Knowledge of the role of culture and heritage in place-making, tourism development and economic growth, including best practice in managing and promoting cultural assets.

Experience

- Proven track record of senior leadership in economic development, or place-based growth within a complex, multi-stakeholder environment.
- Significant experience of developing and delivering economic strategies, programmes, or initiatives that have achieved measurable outcomes for businesses, residents, and communities.
- Experience of managing high-value budgets, funding programmes, and complex projects, ensuring value for money, compliance, and delivery against strategic objectives.
- Experience of engaging and influencing elected members, senior officers, external partners, and stakeholders to secure support for economic development priorities.
- Demonstrable experience of leading teams, building capability, and fostering a high-performance culture that encourages innovation, collaboration, and continuous improvement.
- Experience of providing expert advice and insight to senior leadership teams, boards, or committees on economic, or place-based matters.



Knowledge, Skills, Ability, Experience and Qualifications/Training

- Experience of developing and managing partnerships with private, public, and third-sector organisations to deliver shared economic outcomes.
- Evidence of driving organisational change, implementing new programmes, or improving service delivery in response to emerging economic challenges and opportunities.
- Experience of using data, intelligence, and research to shape strategy, inform decision-making, and monitor the impact of economic development interventions.
- Experience of developing or supporting culture and heritage initiatives that contribute to economic, community or place-making outcomes.

Skills and Ability

- Politically astute, acting in line with the Nolan principles in public life.
- Proven ability to lead by example, act with integrity in alignment with the Council's professional standards, values, and behaviours, consistently modelling these attributes.
- Proven ability to work collaboratively with a wide range of stakeholders.
- Excellent relationship management skills, capable of working effectively with members and displaying a high level of political awareness.
- Flexible, responsive, and resilient to changing demands and priorities.
- Proven ability to manage staff in all working environments including setting clear targets and objectives and proactively managing workflow, priorities and performance.
- Able to effectively manage own changing priorities in a fast-paced environment and plan workload to ensure deadlines are met.
- Confident using technology and Microsoft applications (e.g., Office 365, Word, Excel, PowerPoint) and service-specific systems (i.e., GIS, Uniform, Academy etc.).
- Developed and effective verbal and written communication skills including providing compelling and factual reports, communications, and business cases.
- Ability to identify risks and manage competing priorities for self and team.
- Confident presenting skills to a wide range of stakeholders and remaining professional and composed under pressure.
- Ability to recognise the economic and social value of cultural and heritage assets and incorporate them into strategic planning and partnership activity
- Ability to plan, oversee and evaluate major events, ensuring strong partnership working, risk management and alignment with strategic priorities.

Qualifications and Training

- Educated to degree level in a relevant subject, such as Economics, Planning, Business, or a related discipline, or equivalent professional experience.
- Evidence of continuing professional development (CPD) to maintain and update knowledge in economic development, and associated policy areas.
- Proven experience of leadership and management development programmes or training, demonstrating readiness to lead a senior service team and deliver strategic objectives.



- Understanding of legislative, regulatory, and statutory requirements relevant to economic development.

Special Requirements	
Emergency Planning / Business Continuity	The role holder will be required to participate on the silver emergency response rota and support the Council’s emergency planning and business continuity response as detailed in the job description and undertake any necessary training.
Election Duties	This post will, on occasion and with reasonable notice, be expected to assist with election duties as required and this may include working unsociable hours.
Working arrangements	The role holder will be expected to attend the office two/ three days per week or as the role requires to foster collaboration, enhance engagement, demonstrate visible leadership, and provide meaningful support to members and partners.
Political Restrictions	Under the provisions of the Local Government and Housing Act 1989 (“the 1989 Act”) this role is classed as a politically restricted post as a ‘sensitive post’. <i>See Politically Restricted Procedure note for more detail.</i>
Disclosure Barring Scheme	This role does not require a DBS.

Standard Terms	<ol style="list-style-type: none"> 1. Comply with appropriate legislation, service and council policies. 2. All employees have responsibility under the Health and Safety at Work, etc. Act 1974. These responsibilities are laid out in the council’s health and safety policy and procedures. 3. Support and be committed to the council’s policy on safeguarding and promoting the welfare of vulnerable groups including, young children and adults and expects all staff and volunteers to share this commitment. 4. Support the council’s equalities and diversity policies. 5. Operate within the council’s IT policies and data protection rules and regulations. 6. Operate within the council’s financial regulations. 7. Manage budgets and resources ensuring that they are deployed effectively with robust internal controls and compliance with relevant regulations, policies and guidelines. 8. Participate in internal committees and departmental working parties to ensure continuous improvement as required. 9. Employees must remain flexible, undertaking duties aligned with their role and responsibilities and may be required to undertake any other
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reasonable duties as may be required from time to time

10. All employees are required to be flexible to undertake out of hours work as required, meetings outside office hours will be routine and officers will be expected to attend
11. Annual objectives will supplement this job description and be developed jointly with the postholder.
12. The council reserves the right to regularly review and amend this job description as needed.

See Appendix A for the Council's Competency Framework which forms part of this document.

Signature of job holder:

Date:



Appendix A

Competency Framework

Central to the delivery of the role are the council's values and behaviours and all employees are expected to work within the council's Competency Framework. These are shared by all employees and applied to everything we do. The points for each competency are shown below:

Maldon behaviours [competencies]:	
Core Competencies - All Workforce	
Communicating	Expressing information in the best way and timescales that ensure clarity and understanding and responding in the most appropriate manner.
Managing and Leading People	Providing direction and support to those we work with to ensure service excellence.
Customer Focus	Taking into account customer needs, striving to meet them and providing the best service to our customers and colleagues.
Planning and Managing Work	Planning and managing work to meet individual, team and service objectives whilst achieving quality and value for money.
Analysis and Problem Solving	Assessing and interpreting information in order to support work activities, identify issues and aid problem solving.
Initiative and Decision Making	Taking the right action, based on what we know and being responsible for what happens.
Developing Self	Committed to developing own skills, knowledge and abilities to enhance capability.

Leadership Competencies	
Providing Direction	Shaping a vision and environment that enables, inspires and influences others, providing them with a clear sense of direction and purpose.
Collaborative Working	Developing alliances and engaging effectively with partners and stakeholders for the benefit of the Council.
Change Management	Embracing change and continuous improvement for a more effective Council.
Achieving Success	Providing excellent leadership to help others perform at their best and create effective and efficient service delivery.

