

Job Description

1. **Post Title:** Economic Development and Projects Officer – 22 core hours per week, (additional hours may be required on occasion)
2. **Responsible to:** Head of Customer Services and Economic Development
3. **Responsible for:** Temporary staff (as appropriate)
4. **Salary Grade:** (FTE £23,023 - £25,419 / pro rata equivalent £13,689 - £15,114)
5. **Job Purpose:** To undertake functions involved with the provision of economic growth for Burgess Hill Town Council in order to maximise the economic potential of Burgess Hill. To develop new and existing initiatives to promote local businesses. To liaise with Mid Sussex District Council, West Sussex County Council and other partner organisations. To improve the Town Council's digital connectivity to support local businesses. To ensure that any economic growth remains economically, socially and environmentally sustainable.
6. **Functional Relationships:**
 - (i) **Internal**
Head of Customer Services and Economic Development and Head of Projects.
 - (ii) **External**
Members of the public, representatives of partner organisations and market operatives.
7. **Key Activities:**
 - (1) To assist the Head of Customer Services and Economic Development with utilising of Bridge the Gap monies in order to facilitate the creation of new economic initiatives according to the priorities of the elected members. Further budgets to be agreed upon, prior to the commencement of each financial year.
 - (2) To undertake project and development work in relation to the economic development of Burgess Hill and ensure service standards are maintained

thereby ensuring that economic growth remains economically, socially and environmentally sustainable.

- (3) To ensure the continuation and development of the Burgess Hill market. Liaising with market stall holders including associated paperwork and permissions. Promotion of the market using all communication channels.
- (4) To actively create and promote economic development initiatives within the town, utilising the Council's digital connectivity to support and further the growth of all businesses.
- (5) To publicise initiatives by producing articles and creating graphics for the About Town magazine, Press Releases and social media, ensuring that any deadlines for these are met.
- (6) To liaise with the Shopping Centre managers and local business owners, Mid Sussex District Council's Economic Development Department and other external partner organisations.
- (7) To advise the Head of Customer Services and Economic Development on resources needed to ensure that relevant projects can be met.
- (8) To assist the Head of Projects, where required, with the development and delivery of Council capital and other projects, such as, tendering processes, research, compiling of specifications and any other duties.
- (9) To recognise and be aware of the requirements of the Health and Safety at Work Act, as well as Fire and Safety regulations, and ensure that these are observed by contractors under your control and regularly carried out.
- (10) To provide assistance to the Help Point when staffing levels are low or when large customer volumes are experienced.
- (11) To undertake such other duties as may be reasonably required by the Council.