

JOB DESCRIPTION

Post Title:	Economic Development Support	Service / Section:	Economic Development / Economy and Culture
Location:	Coed Pella, Colwyn Bay Business Centre, Llandudno Junction Hybrid	Responsible to:	Section Head – Economic Development
Grade:	National Living Wage		

Job Purpose:

To work as part of the Economic Development Team and be proactive in supporting the delivery of the ambitions of the Conwy Economic Growth Strategy, the Destination Conwy Management Plan 2023-2029, Creu Conwy - Creating the Spark culture strategy and Welsh Government Regeneration and Visit Wales strategies.

This position offers practical experience in economic development projects, policy analysis, and community engagement.

Duties and Responsibilities - Job Specific

1.	Assist senior staff in planning and executing economic development projects, including identifying and cultivating funding opportunities.
2.	Support the Economic Development team in enhancing the economy and revitalising towns and villages in Conwy County, ensuring that Conwy secures funding to achieve the goals outlined in their Place Making / Place Plans, thereby fostering economic growth and town regeneration.
3.	To be proactive in supporting the Business Support team in delivering a support services informed by an understanding of business issues and needs.
4.	Assist in delivering the tourism strategy for CCBC, ensuring the promotion of Conwy as a destination that attracts visitors who contribute economically to the county, while maintaining the highest quality of visitor experience.
5.	Assist in organising and participating in community meetings and stakeholder consultations assisting with the facilitation of the Council's community participation, development, and engagement initiatives.
6.	Assist in overseeing the Council's externally funded projects and support the maintenance processes.
7.	Assist with research on economic trends, policies, and best practices.
8.	Assist with analysing data to identify economic opportunities and challenges.

9.	Help prepare reports, presentations, and other documentation for internal and external use.
Duties and Responsibilities – All Employees	
1.	Build good relationships inside and outside the organisation and provide excellent customer service.
2.	Follow the Authority's Policies and Procedures.
3.	Support the Authority's commitment to Diversity, Equity and Inclusion, ensuring a respectful and supportive work environment.
4.	Undertake other reasonable tasks or duties as requested by your Line Manager.

PERSON SPECIFICATION

Please Note: In order to be shortlisted for this post you **must** demonstrate that you meet **all** the criteria ranked as E - Essential unless it states in the "How Identified" column that it will only be tested at Interview, via a Test or Presentation. Please ensure you tell us in your application how you also meet any Desirable criteria.

Requirements	How Identified	Essential	Desirable
Qualifications and Experience			
Good general standard of literacy and numeracy.	Application Form	E	
No formal qualifications required, however, a keen interest in your placement choice/s is important.	Application Form Interview	E	
Knowledge and Skills			
Able to follow instructions and ask for help when needed.	Application Form Interview	E	
Good communication and listening skills.	Application Form Interview	E	
Understanding of the importance of confidentiality.	Application Form Interview		D
Ability to work with team members and interact with the public in a friendly and courteous manner.	Application Form Interview	E	
Ability to confidently use IT e.g. Outlook, Microsoft Excel, Word.	Application Form Interview	E	
The ability to communicate in English is essential.	Application form Interview	E	

The ability to communicate in Welsh at level 1 for speaking / writing / reading is essential / desirable. Please click here for level guidance.	Application form Interview Test at interview	E	
Personal Qualities			
Positive attitude and open to feedback.	Application Form Interview	E	
Punctual and reliable.	Application Form Interview	E	
Willingness to learn and try new tasks.	Application Form Interview	E	
Other Requirements			
Willing to complete any necessary training.	Application Form Interview	E	
Flexible and able to work in line with the teams work needs.	Application Form Interview	E	
For Trainee Boat Operative position Able to swim unaided and be physically fit enough to pass a ML5 medical and work afloat outdoors. <i>(An ML5 is a domestic medical certificate that seafarers or fishermen need to get to certify they are medically fit to work safely at sea)</i>	Application Form Interview	E	

Review Date/Right to Vary

This Job Description and Person Specification is not intended to be an exhaustive list of duties. The Authority reserves the right, after appropriate consultation with you, to vary your duties and responsibilities within the parameters of your placement.

Version Control Date: