

Role Profile and Specification - Economy and Policy Officer

Service Area	Chief Executives
Role Title	Economy and Policy Officer
Location	Oxted/Agile
Reports to	Economy and Projects Specialist
Salary/Grade	Grade 3
Duration/Hours	37 hours Fixed Term Contract

Service Area Purpose

The Chief Executive's function sets the strategic direction of the Council, translating political priorities and the organisation's long term vision into deliverable outcomes that improve services, strengthen public trust and enhance the Council's reputation.

Within this context, the Policy and Communication function operates as a strategic enabler, so economy, policy development, communications, stakeholder engagement and reputation management are aligned with corporate objectives and support the organisation's transformation and growth.

This function is pivotal in leading cross-cutting programmes and shaping strategic relationships, internally and externally.

Job Purpose

This role is part of the Policy and Communications Team and will provide coordinated support across economy, policy and communications functions.

Working across the team, you will manage defined tasks with minimal supervision, support key corporate processes, assist in planning and delivery of events, contribute to performance and policy work and support some internal and external communications requiring strong multitasking skills.

This role additionally supports work required for Local Government Reorganisation (LGR).

Specific Responsibilities

Economy and events support

- Support the organisation and delivery of business focused events, including business awards, job fairs and workshops.
- Co-ordinate logistics including venues, suppliers, invitations, attendee lists and event materials.

- Being available to attend and support events, which may require working out of hours (early morning, or evening). This may be around 10 events a year.
- Update and maintain business databases and engagement tools.
- Prepare event related communications including web content, e-mail updates and social media posts.
- Monitoring website content for economy and intranet content for projects.

Policy, performance and corporate processes

- Support administration of the Council’s formal complaints process, preparing summaries and identifying recurring issues.
- Supporting committee report drafting.
- Assist with KPI tracking by gathering data, validating information and producing initial commentary.
- Maintain documentation including for projects, policies, action trackers and plans, risk registers and dashboards.

Communications and digital support

- Support the maintenance of website and intranet content.
- Schedule and share social media content.

Administration and cross-team support

- Maintain and improve administrative processes.
- Provide accurate data entry, document management and information handling.
- Support the management of general enquiries to the team.
- Work collaboratively demonstrating flexibility and a positive approach.
- Manage and prioritise tasks across multiple functional areas, maintaining attention to detail while demonstrating a calm and focused approach under pressure.
- Carry out additional duties commensurate to the level of the role.

Person specification

Qualifications / Education

Essential	Desirable
<ul style="list-style-type: none"> • Excellent standard of general education required, including Maths and English and/or equivalent experience. 	<ul style="list-style-type: none"> • Graduate or similar level of education.

Experience

Essential	Desirable
<ul style="list-style-type: none"> • Experience managing tasks or small workstreams with minimal supervision. • Experience maintaining databases or systems and checking information for accuracy. • Experience preparing drafts of written content. • Experience working in a busy environment and handling competing priorities. 	<ul style="list-style-type: none"> • Experience in a coordination or support role spanning multiple functions, with evidence of strong organisational and communication skills • Previous experience in economy, policy support and/or communications. • Experience of preparing briefing notes, or reports. • Experience of working with basic statistics and information and being

	able to draw conclusions and present the findings.
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Key Skills and Knowledge

Essential	
<ul style="list-style-type: none"> • Excellent written and verbal communication skills. • Excellent organisational skills and ability to multi task. • Flexibility to adapt to changing project requirements and work under pressure. • Numerate and able to handle and analyse data and statistics. • Ability to manage sensitive and confidential information with discretion and in line with data protection requirement • Ability to prioritise workload independently and make routine decisions within guidance. • Attention to detail. • Methodical, resourceful and flexible in approach. • Able to perform efficiently and effectively under pressure. • Able to analyse and process information for reporting. • Able to work with colleagues and stakeholders across the council and externally. • Proactive with commitment to excellent customer service. • Team worker with ability to work on own initiative. • Confident using MS Office and digital tools. • Ability to understand relevant legislation and processes. • Knowledge of equalities. • Understanding of the broad requirements of the data protection principles. • A commitment to equality and diversity. 	<ul style="list-style-type: none"> • Good understanding of council services and local government. • Knowledge and understanding of social media channels. • Interest in policy and national or local government. • Skills in stakeholder engagement, management and networking.