



BUSINESS DEVELOPMENT OFFICER POST

TOWN COUNCIL MEETING

REPORT 59/21

12 JUNE 2021

The purpose of this Report is to inform Members of the decision of the Town Council's Staffing Committee to approve the Clerk's proposal for the replacement of the now vacant Economic Development Officer Post with a new appointment.

NO. DETAILS

1) BACKGROUND

- a) The Staffing Committee meeting of 30 June 2021 considered a proposal from the Clerk to replace the now vacant post of Economic Development post with a new role as set out in Report 21/SC20 for that meeting *in order to maintain the current management resource available to the Town Council*.
- b) The decision as recorded in Minute 5 of that meeting was:
It was unanimously agree that:
the Job Description as amended be adopted and the recruitment process for it be delegated to the Town Clerk advised by the Staffing Committee as appropriate.
- c) The agreed Job Description is attached to this Report.

2) RECRUITMENT

- a) The recruitment process began with advertisements in Friday's County Press – paper and online – with other outlets following; a copy of the advertisement is attached.
- b) The deadline for the receipt of completed applications is noon on Wednesday 28 July.
- c) Shortlisting is currently planned for Thursday 29 July with interviews being held on Wednesday 4 August.



JOB DESCRIPTION

POST	BUSINESS DEVELOPMENT OFFICER	SALARY	£27,741
REPORTING	TOWN CLERK	WEEKLY HOURS	35 HOURS
EMPLOYER	VENTNOR TOWN COUNCIL	ANNUAL LEAVE	28 DAYS
PURPOSE	TO LEAD ON THE DEVELOPMENT AND DEPLOYMENT OF THE TOWN COUNCIL'S ASSETS AND SUPPORT FOR THE LOCAL ECONOMY		

KEY TASKS

- 1) To be a member of the Town Council's core Management team in collaboration with the Clerk, Community Development Officer and Assistant Clerk
- 2) To oversee the legal, ethical and efficient aspects of the Town Council's Asset portfolio
- 3) To maximise the benefits to the town's communities of the deployment and development of the Town Council's Asset portfolio
- 4) To champion the contribution of the Town Council's Assets in addressing the significant deprivation in the town
- 5) To work with Town Council's core management team and relevant Isle of Wight Council officers to explore potential developments related to the town's regeneration including related funding
- 6) To liaise with the town's business communities in the encouragement of increased footfall and the delivery of related events
- 7) To be responsible for the Town Council's Health and Safety policies, processes and practices as its Health and Safety Officer
- 8) To be responsible for the updating as required of the Town Council's Risk Assessments and the production of new ones as circumstances change
- 9) To be responsible for the maintenance, updating and development of the Town Council's IT systems and GDPR compliance as the Town Council's Data Protection Officer
- 10) To lead the development of a new Town Council web site and stimulate the uses of social media in the service of community engagement
- 11) To contribute to the Town Council's regeneration strategies and in their focus on addressing deprivation
- 12) To prepare reports, documents, briefings and presentations as required

RELATED TASKS

- 13) To adhere to the requirements in respect of confidentiality and disclosure of the Town Councils data and other information as required
- 14) To carry out such other duties as may occasionally be required by the Town Clerk in line with the objectives of the post and Ventnor Town Council



VENTNOR TOWN COUNCIL



ADVERTISEMENT

BUSINESS DEVELOPMENT OFFICER



VENTNOR TOWN COUNCIL

Business Development Officer: £27,741

We're looking for a new member of our management team with the experience and enthusiasm to lead the development of our growing asset base and our support for the local economy of our remarkable seaside town. The Town Council has grown substantially through its focus on regeneration and localism and is absolutely committed to use its – and the town's – resources to address the challenges common to coastal towns nationwide.

An application pack is available:

by post: Salisbury Gardens, Dudley Road, Ventnor, Isle of Wight PO38 1EJ; *email:* townclerk@ventnortowncouncil.org.uk; *or* via a link from our web site's home page.

For an informal conversation phone David Bartlett 07720 771114 anytime.

The deadline for completed application forms is noon on Wednesday 4 August 2021