

## Job Description and Person Specification

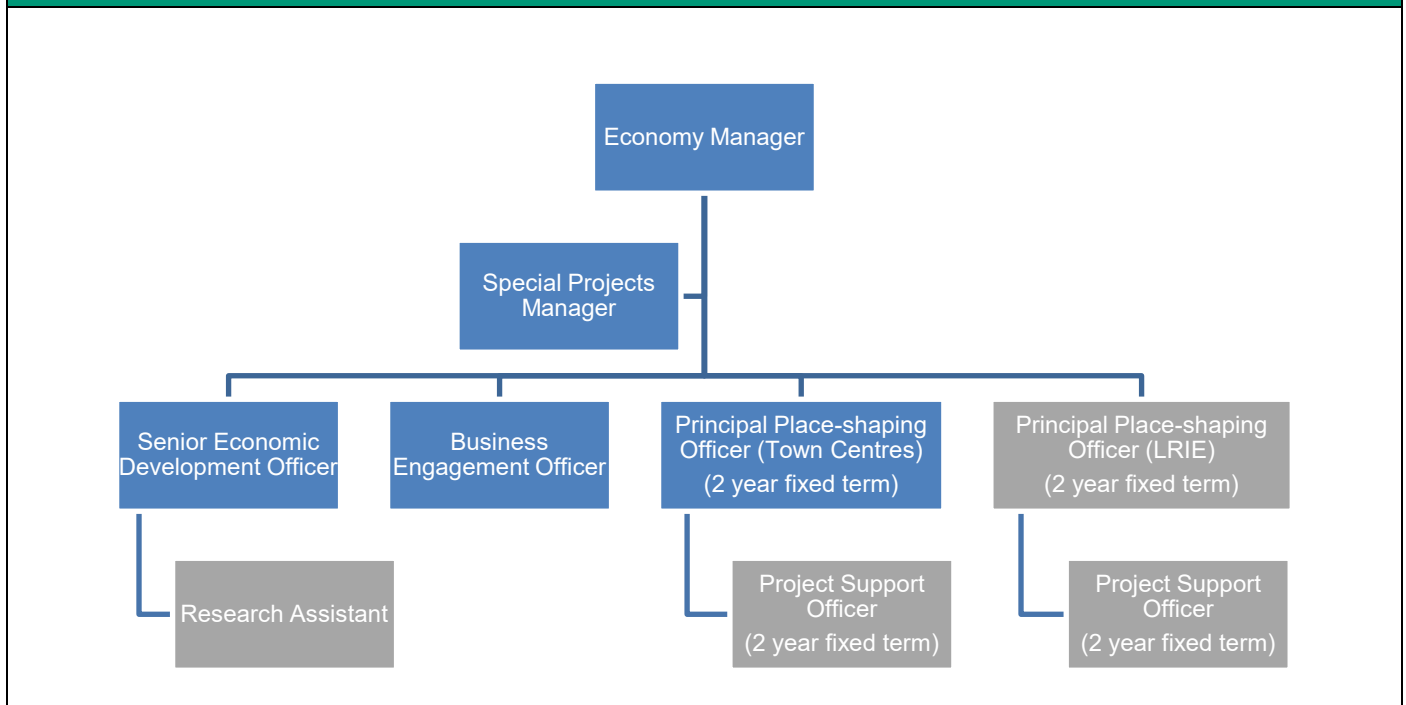
<b>Job title:</b>	Research Assistant – Economy Team
<b>Directorate:</b>	Place
<b>Service:</b>	Development and Planning
<b>Team:</b>	Economy Team
<b>Post number:</b>	04912
<b>Salary grade:</b>	G
<b>Work location:</b>	Market Street
<b>Reports to:</b>	Senior Economic Development Officer
<b>Supervises:</b>	N/A

### Job Purpose

To support the delivery of the Council’s Economic Development Strategy and ensure the effective administration and day to day operation of the Economic Development Team. To work on other economic development initiatives as required.

The Economic Development Team has a key role in the delivery of the Council Strategy and the Economic Development Strategy.

### Structure Chart



### Main Duties and Responsibilities

- Assist in the delivery of the Council’s Economic Development Strategy, and in the development of other related policy as required.

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- Undertake research and gather intelligence relevant to the West Berkshire economy and surrounding areas.
- Undertake research into economic issues in West Berkshire and the district, and monitor the performance of the Council's Economic Development Strategy.
- Collect, process and input data to systems and databases, manipulating and extracting information to produce reports and analysis as requested.
- Produce research and data in professional reports and visual formats to inform the team, our partners and our colleagues.
- Support the delivery of projects by providing administrative support to the team, including record keeping, arranging meetings and liaising with colleagues and external partners.
- Manage the administration of internal governance boards including preparing and distributing paperwork, attending meetings and taking minutes.
- Help to prepare funding bids in support of the Council's Economic Development Strategy.
- Support the delivery of business engagement events.
- Draft communications content for webpages and social media, and maintain website articles.
- Monitor the Economy Team email inbox and handle a range of queries from businesses and colleagues by telephone, email and face to face.
- Contribute to the further development of systems and processes by identifying and then pursuing any opportunities for service improvement.
- Promote equality as an integral part of the role, treating everyone with fairness and dignity.
- Comply with WBC health and safety policies, procedures and rules, taking reasonable care of self and others.
- Adhere to the standards set out in the WBC competency framework.

### Scope (impact on/control of resources, people, money etc)

**Impact:** Contact with external partners, businesses, other WBC services and members. The team has a high profile - as such this post has an impact on customer satisfaction.

**Employees:** No direct reports.

**Decisions:** Post holder is expected to work with limited supervision and must be able to work in a flexible manner to ensure that changing priorities are addressed.

**Money:** No budget responsibility

Person Specification	Essential/ Desirable	Internal Use Only
<b>Qualifications</b>		
Educated to degree level (ideally in a relevant subject such as Economics, Geography or Town Planning) or equivalent level of experience and expertise	E	1
GCSE English and Maths at grade C or above	E	2
Commitment to continuous professional development	D	1

<b>Experience</b>		
Experience of undertaking research and data analysis	E	1
Experience of providing support for events or meetings	D	1
Experience of producing reports in written and visual formats	D	2
Experience of working in a team	D	3
<b>Knowledge and understanding</b>		
Knowledge of West Berkshire and the surrounding area, including the challenges it faces or willingness to learn	E	1
Understanding of economic development or willingness to learn	D	1
<b>Skills &amp; Abilities</b>		
Ability to understand, interpret and produce relevant data	E	1
Strong verbal and written communication skills	E	2
ICT skills including ability to use web browsers and Microsoft Office (Outlook, Word, Excel, PowerPoint etc.)	E	3
Ability to work effectively under pressure and to tight deadlines	D	1
Excellent organisational skills	E	4
Ability to work as part of a team	D	2
<b>Work-related personal qualities</b>		
Ability to prioritise and manage own workload	E	1
Professional and approachable	E	2
High degree of self-motivation and initiative	E	3
Ability to be flexible	D	1
<b>Other work-related requirements</b>		
This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2017; the requirement to fulfil all spoken aspects of the role with confidence in English applies.	E	1
Is this post politically restricted?	No	n/a
Ability to work occasional evenings to attend Council meetings	D	1
Attendance at weekend consultation events (occasional).	D	2