

## Job Description

Service:	Economic Development
Job title:	Defence Growth Officer (Supply Chain and Pipeline)
Grade:	F
Hours of work:	37 (Fixed Term – up to 18mths)
Responsible to:	Economic Development Manager
Responsible for	
Direct reports:	0
Indirect reports:	0
Budget:	0

### **Purpose of Post:**

This post will support the Councils endeavours developing at pace in connection with Defence and Economic Growth.

Working closely with the Defence and Growth – Lead; and the Economic Development team, this role will focus on developing the local, regional and national supply chain between existing Huntingdonshire businesses with an interest in Defence and linked sectors. The role will look to develop solutions for local companies to work closely with defence industry partners and the Ministry of Defence; as well as supporting development of supply chains and skills pipelines to ensure that Huntingdonshire can support the national interest at a local level.

This role will enhance Huntingdonshire's economic landscape, particularly focusing on the defence sector (supporting creation of a Defence Cluster) and the North Hunts Growth Cluster (NHGC). This role is will support delivery and execution of strategies that drive investment, support local businesses, and position Huntingdonshire as a leader in economic growth and innovation.

The postholder will collaborate closely with stakeholders, including local businesses, government entities, and community organisations, to promote economic development and foster an inclusive economy. You will collaborate with a range of businesses (from Primes to SMEs and individuals), academia (schools, colleges and universities) and other bodies; and develop demonstrable pipelines and pathways for people, knowledge, technologies and products. You will also work cross boundary, and with others outside of the Huntingdonshire area to build those connections.

Providing an agile, flexible, and solution focused approach to deliver demonstrable progress in the economic success and profile of Huntingdonshire by contributing to the delivery of the Corporate Plan priorities. This post will have particular emphasis on supporting businesses across all sectors in addition to being part of the team catalysed to promote the district as a place to attract inward investment.

The post holder will be accountable to the Economic Development Manager and Defence & Growth Lead, within the wider Place Directorate, and be expected to work collaboratively across Council services and external partners to promote business expansion and investment. The role will involve some independent travel within and outside the district.

## Key Deliverables

- Support the Economic Development Team and Defence & Growth Lead in providing support to the defence sector; and supporting the delivery of the strategic direction aligned with the Council's growth ambitions.
- Support the development and delivery of the defence cluster and NHGC aspects of work for the Council, and linking in with the established Economic Development function, managing resources effectively to achieve economic success.
- Support businesses (existing and new) which provide services to or wish to enter the defence sector market.
- Support and facilitate the demonstration of key supply chains and pipelines for people, services, technologies and products; which will aid the defence sector local and nationally; including working with existing businesses on patch, creating networking and cross working opportunities; and delivery of actions which will aid supply chains, pipelines of interventions, and skills pathways. You will also work with companies and other bodies to identify barriers to entry to defence supply chains, and work in a solution focused way to deliver positive outcomes.
- Providing an agile, flexible, and solution focussed approach to support the improved profile and understanding of current role of Huntingdonshire in relation to defence; and clear articulation of future possibilities; ensuring Huntingdonshire becomes known as a 'location of choice' for inward investment for defence sector businesses and complimentary businesses
- Alongside colleagues, you will provide sector specific knowledge and expertise including Defence; Advanced Manufacturing; and Innovation/R&D, to aid sector development in Huntingdonshire. Support and develop these sectors, including finding solutions to sectoral challenges and changes; and consideration of existing and future branched sectors such as life science and space.
- Develop and implement new strategies, plans, and initiatives that support the Council's Economic Growth Strategy and local development objectives.
- Facilitate and promote investment opportunities in Huntingdonshire, enhancing the region's profile as a prime location for business and development.
- Build and maintain strong relationships with key stakeholders in the defence sector, local businesses, and government bodies to drive collaborative efforts.
- Identify and pursue funding opportunities to support infrastructure and business growth initiatives, ensuring alignment with district priorities.
- Monitor and report on the progress of economic development activities, providing updates and insights to senior leadership, members and stakeholders.
- Work collaboratively across the Place Directorate, particularly with Planning, Strategic Housing, and other relevant teams, to address challenges and leverage opportunities for economic growth.
- Represent the Council at external events and meetings, promoting Huntingdonshire's economic potential and fostering partnerships.

- To provide 'back office' resource within the Economic Development Team, including supporting projects, administrative tasks, or actions as set out in the team Service Plan and adhoc as they arise.
- You will ensure Key Performance Indicators are met for response times; and maintain a portfolio of business enquiries and inward investment projects, ensuring customer needs are met and recorded within the CRM. You will aid in providing a comprehensive understanding of the defence business landscape for Huntingdonshire.
- Supporting the increase in NNDR income for the district.
- To attend events, multi agency and stakeholder meetings and stand-in for others where requested. Positively and constructively contributing to discussions ensuring information and meeting notes are circulated to appropriate officers across the council in a timely way.
- Maintain a current knowledge of the UK business environment including legislation, policy and initiatives from central Government departments. Bringing intelligence and guidance back into the ED team and disseminating across the Council.
- Curate a proactive programme of business engagement activity (utilising Manager, Directors and key Members) including 1-2-1 company visits, business information events.
- Support the production of newsletters, website and social media content;
- To be outward-facing and develop productive relationships with partner organisations and internal departments to enable an effective District Council service.
- Contribute to the promotion of Huntingdonshire as an investment location of choice through Made in Huntingdonshire campaign work via our Invest in Huntingdonshire brand.
- Prepare reports and presentations aligned to the role and responsibilities, as and when required
- To advise and collaborate with colleagues across the Council, and influence partner organisation's plans and strategies, particularly those within the Combined Authority's growth hub and economy team.

#### **Knowledge and Qualifications**

The minimum knowledge required to undertake this role and any qualifications or training essential for the role


A degree and or other relevant qualification, or significant proven experience. Particularly relevant degrees would include economic development, economics, social sciences, economic geography, business management or analysis, planning.

An understanding of current economic growth issues and context.

Knowledge of Defence Industry / Ministry of Defence processes and procedures

<p><b>Experience</b></p> <p>Experience the person would need to do the job</p>	<p>Business engagement using a variety of engagement methods.</p> <p>Database/information management and security.</p> <p>Demonstrable experience in working effectively in a partnership environment.</p> <p>Proven ability to establish and maintain Stakeholder, partnership relationships with a particular emphasis on Key Account Management.</p> <p>Existing knowledge of the local and/or regional economy.</p> <p>Knowledge and Experience of Local Government.</p> <p>Knowledge and Experience of Defence Industry; Ministry of Defence; or other similar background.</p>
<p><b>Skills and Abilities</b></p> <p>Specific skills the applicant would need to do the job</p>	<p>Excellent networking and communication verbally and in writing with a full spectrum of levels of seniority and multi-disciplined backgrounds, including partnership environments.</p> <p>A flexible approach to work and a creative, innovative attitude towards problem solving.</p> <p>The ability to apply analytical skills to diverse subject areas and to recognise linkages and relationships between different projects, issues and activities.</p> <p>The capacity to work in a diverse multi-disciplinary environment and to develop effective working relationships, internally and externally including third party contractors.</p> <p>Ability to prioritise workloads for self and team, project management experience is desirable.</p> <p>The capacity to assimilate information from a range of sources and to develop and communicate an understanding of the issues to help create positive impact for the Council and it's businesses and residents.</p> <p>Clear and concise written and spoken communication skills.</p>

	<p>Ability to present written information in a structured and balanced way appropriate to the needs of the reader.</p> <p>To act as an ambassador, representing the Council externally, meeting people and leading meetings.</p>
<p><b>Decision Making and Impact on Others</b></p> <p>What impact the reasons made by the post holder would have on others across the Council</p>	<p>Post-holder will be required to support the setting of economic development priorities across the Council in conjunction with the EDM.</p> <p>In collaboration with others, influencing external partners to ensure that the District's economic growth opportunities are maximised.</p> <p>Securing new inward investment to, and project funding within, Huntingdonshire.</p> <p>Prime responsibility for the promotion and delivery of Council wide growth focused programmes of business engagement and representation in the local business community.</p> <p>To support the EDM, ensuring delivery of the department's service plan.</p> <p>Understand how to maximise outputs for Economic Development, by working appropriately with each member of the ED team.</p>
<p><b>Communication with Internal and External Customers</b></p> <p>What customers the applicant would be in contact with in the job</p> <p>Where is the focus of this role in their team, other teams or across the council</p>	<p>Predominantly external facing, interacting with businesses, stakeholders and partner organisations. Communication with multi-disciplinary teams across the Council and excellent communication within the ED team essential.</p> <p>Focus of this role in their team, other teams or across the council.</p> <p>Internal customer contact 50%</p> <p>External customer contact 50%</p>
<p><b>Personal Attributes and Other Requirements</b></p> <p>In this section please list any other qualities you are looking for from the applicant</p>	<p>Willing to travel mainly within District, Cambridgeshire-wide sometimes and occasionally further but always within UK.</p> <p>Required to occasionally work outside of contractual hours where the need arises.</p>

	Be a good team worker demonstrating loyalty and commitment to the organisation and team members.
<b>HDC values</b> 	<p>The values outlined below reflect our collective positive attitude and how all staff are expected to work together as one team.</p> <p><b>Inspiring:</b> We have genuine pride and passion for public service; doing the best we can for customers.</p> <p><b>Collaborative:</b> We achieve much more by working together, and this allows us to provide the best service for customers.</p> <p><b>Accountable:</b> We take personal responsibility for our work and our decisions, and we deliver on our commitments to customers.</p> <p><b>Respectful:</b> We respect people's differences and are considerate to their needs.</p> <p><b>Enterprising:</b> We use drive and energy to challenge the norm and adapt to changing circumstances. We are always ready for challenges and opportunities, and we embrace them.</p>

### Safeguarding and promoting the welfare of children and young people/vulnerable adults

Huntingdonshire District Council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.