



## Role profile

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| <b>Role title</b>              | Economic Officer (Airport Client)      |
| <b>Corporate directorate</b>   | Sustainable Growth and Skills          |
| <b>Service</b>                 | Economy and Skills                     |
| <b>Grade</b>                   | K                                      |
| <b>Reports to (role title)</b> | Interim Head of Economic Programmes    |
| <b>Version</b>                 | 1.0                                    |
| <b>JE code</b>                 | 2232                                   |
| <b>Pension Scheme</b>          | Local Government Pension Scheme (LGPS) |

|                          |   |
|--------------------------|---|
| <b>Approving manager</b> | Service Director for Economy and Skills |
| <b>Date</b>              | May 2022                                |

If you would like this information in another format please contact:

**Cornwall Council**  
**County Hall**  
**Truro TR1 3AY**

Telephone: **0300 1234 100**

Email: [enquiries@cornwall.gov.uk](mailto:enquiries@cornwall.gov.uk)

[www.cornwall.gov.uk](http://www.cornwall.gov.uk)

## Role purpose

The role holder will be a key member of a small team that sets the vision and direction as the 'client' representative for Cornwall Airport Newquay (CAN) and the wider Cornwall Council owned Airport/Enterprise Zone (EZ) estate:

[www.cornwallairportnewquay.com/](http://www.cornwallairportnewquay.com/)  
[www.aerohub.co.uk/](http://www.aerohub.co.uk/)

The role holder will act as Cornwall Council's airport client lead and will provide day to day coordination of a range of planning, financial, operational and risk management activities to ensure the performance of one of Cornwall's most important strategic assets is optimised in line with agreed commercial and economic growth targets.

The role holder will have strategic oversight of capital and revenue budgets and will work with key delivery partners and stakeholder to ensure that programmes of activity are delivered in line with agreed parameters and that the use/deployment of assets and business infrastructure is optimised.

Responsibilities will include working with key personnel within CAN and across Cornwall Council Service Areas/Directorates on aspects of capital project/programme delivery, preparation of business cases, concepts/feasibilities and securing funding for a range of aviation/aerospace transport and real estate interventions. The commissioning of activities, management and monitoring/reporting of outcomes to funding bodies and the provision of strategic advice to stakeholders and relevant authorities are also important aspects of the role.

The role holder will provide 'client-side' input into the preparation, delivery and performance management of the annual business plans for Cornwall Airport Newquay Ltd and the Aerohub EZ, ensuring all investments support the objectives of:

- the Cornwall Airport Newquay Masterplan (currently being updated): [www.cornwallairportnewquay.com/uploads/downloads/Cornwall-Airport-Newquay-Masterplan-2015-2030.pdf](http://www.cornwallairportnewquay.com/uploads/downloads/Cornwall-Airport-Newquay-Masterplan-2015-2030.pdf).
- the Council's Business Plan
- the Aerohub EZ Local Development Order (LDO): [www.cornwall.gov.uk/planning-and-building-control/local-development-orders/newquay-cornwall-airport-aerohub-enterprise-zone-local-development-order/](http://www.cornwall.gov.uk/planning-and-building-control/local-development-orders/newquay-cornwall-airport-aerohub-enterprise-zone-local-development-order/), the Local Transport Plan "Connecting Cornwall" [www.cornwall.gov.uk/transport-parking-and-streets/local-transport-plan/](http://www.cornwall.gov.uk/transport-parking-and-streets/local-transport-plan/)
- and other strategic policies/plans including the Cornwall Local Plan: [www.cornwall.gov.uk/planning-and-building-control/planning-policy/adopted-plans/#localPlan](http://www.cornwall.gov.uk/planning-and-building-control/planning-policy/adopted-plans/#localPlan) and relevant planning policies and Neighbourhood Plans.

The role holder will have responsibility for stakeholder engagement, building sound relationships and working with Council Members as necessary to support the seamless delivery of Cornwall's Airport-related transport and real estate programmes.

## Dimensions

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| <b>Annual financial accountability</b>   |
| <p>Budgets allocated as appropriate. Annual capital and revenue programmes for Cornwall Newquay Airport and the wider Cornwall Council owned Airport/Enterprise Zone will vary depending on investment and operational priorities but are likely to be in the region of £8-10 million.</p> <p>Securing external funding and approvals for major schemes of significant value and profile (eg. £6-8m Centre for Space Technologies)</p>   |
| <b>Management accountability</b>   |
| <p>Nature of management</p> <ul style="list-style-type: none"> <li>• Working with key/senior partners and stakeholders within CAN, Cornwall Council and other partners</li> <li>• Day to day instruction and guidance of Council, consultant and/or contractor project teams engaged in the delivery of Airport/EZ activities and programmes</li> </ul> <p>Number of staff managed</p> <ul style="list-style-type: none"> <li>• Indirectly up to six on any one project: matrix management for project/monitoring across the relevant Service area/s</li> <li>• Mentoring is required in this role to support the development of less experienced staff</li> </ul> |

## Accountabilities

*Cornwall Council is a dynamic organisation and the particular duties and accountabilities may vary from time to time without changing the general character of the role or the level of responsibility entailed. Individual objectives will be agreed via the PDS appraisal process*

- To deputise/substitute for the Service Director/Head of Service as required and to represent the Council, the Directorate and the Service at local and regional levels
- To act as the client lead for Cornwall Council on the development and delivery of a programme of important and complex airport/aviation and real estate-related projects, including infrastructure development and sustainable initiatives
- To ensure delivery is directed in the most environmentally sensitive and cost effective manner, with due regard to legislative requirements, regulatory controls and Cornwall's Climate Emergency 'Call to Action'  
see: [www.cornwall.gov.uk/media/21zbtj0k/cnc-call-to-action.pdf](http://www.cornwall.gov.uk/media/21zbtj0k/cnc-call-to-action.pdf)

- To work with key partners/stakeholders to plan, co-ordinate and secure approval of schemes
- To provide advice and prepare reports for Cabinet Members, Committees and Panels and other bodies regarding Cornwall's Airport/EZ programmes, representing stakeholders and the Council as necessary
- To support negotiations with public bodies, private companies and stakeholders to secure resources and commitments, both strategic and project specific, and to establish and maintain a working dialogue with all relevant groups in relation to Airport/EZ programmes of activity and individual projects
- To link with the Levelling Up and local Devolution agenda and ensure effective engagement with Cornwall's communities.
- To manage effective processes, systems and practices to drive improved performance management across the Airport/EZ and to uphold the ethics of the Council, overseeing probity at all times
- To implement and follow policy and action so that equality of opportunity and the benefits of diversity are realised in Service planning and delivery
- To adopt good/best practice and ensure compliance with relevant legislation, regulation, UK Government and Council policies (including personnel, finance and information management) in order to secure organisational performance improvement and increased customer satisfaction.
- To participate in the budget setting process for Airport/EZ and to oversee agreed programmes of expenditure ensuring that value for money is achieved and that spending is allocated in accordance with agreed priorities

## Corporate accountabilities

### **Information security and governance**

Manage information in line with the Council's policies, procedures and guidance on subjects such as Data Protection, Freedom of Information, confidentiality, information security and sharing, the information lifecycle and data quality, to ensure compliance and efficient and effective information governance

### **Safeguarding**

Maintain awareness of Council policies and practices regarding the safeguarding of children, young people and/ or adults who may be at risk. Report concerns/ allegations in accordance with corporate guidance and procedures

### **Equality & Diversity**

Work to eliminate unlawful discrimination, harassment and victimisation and report incidents as they occur. Treat everyone with dignity and respect and ensure individual's needs are met. Challenge inappropriate behaviour and language constructively, advising on alternatives so the opportunity for change can be considered

### **Customer Experience**

Drive to continually improve customer satisfaction and maintain a clear and consistent focus on delivering outstanding customer experience

### **Health, Safety and Wellbeing**

Contribute to the management of health and safety risks and the creation of a positive health and safety culture to safeguard the health, safety and wellbeing of yourself and others. Understand your health and safety responsibilities and comply with council policy and procedures

### Key objectives

- To be a visible, accessible and responsive 'client'
- To co-ordinate, facilitate, enable and intervene as required to deliver growth objectives for the Airport and surrounding land including the Aerohub EZ
- To work collaboratively to resolve problems
- To communicate effectively with a range of customers and stakeholders
- To support the Levelling Up agenda through the delivery of a range of important local aviation, aerospace and real estate measures

## Competencies and other requirements

We use the following criteria below to assess your suitability for the role; please refer to the recruitment & selection column to establish at which stage the criteria are assessed. Requirements assessed at the 'Application' stage represent the minimum essential requirement for shortlisting purposes

| Behaviours  | Recruitment and selection |
|---|---------------------------|
| <p><b>Working together</b></p> <p>You understand and focus on customer satisfaction and work well with colleagues and partners.</p> <ul style="list-style-type: none"> <li>• You deliver exceptional customer service – you understand and are attentive to the needs of your customers</li> <li>• You listen to the views of others and seek them out</li> <li>• You support and show consideration for others</li> <li>• You work well with colleagues and partners and acknowledge the different ideas, perspectives and backgrounds of others</li> <li>• You are committed to the protection and safeguarding of children, young people and vulnerable adults</li> <li>• You share information and expertise with others</li> <li>• You are honest, you respect and you build relationships of trust</li> <li>• You share your achievements and acknowledge the achievements of others</li> </ul> | <p><b>Interview</b></p>   |
| <p><b>Resourceful</b></p> <p>You apply expertise, solve problems and make improvements to deliver the best possible customer outcomes.</p> <ul style="list-style-type: none"> <li>• You plan and organise your work and manage your time effectively</li> </ul>   | <p><b>Interview</b></p>   |

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| <ul style="list-style-type: none"> <li>You gather relevant information, analyse it and make timely informed decisions in the course of your work</li> <li>You are flexible and adaptable</li> <li>You respond constructively to change</li> <li>You demonstrate financial awareness relevant to the job you do</li> <li>You use your initiative and are creative in problem solving</li> <li>You deliver results and demonstrate commitment to serving customers</li> </ul>  |                  |
| <p><b>Personal responsibility</b></p> <p>You take responsibility for your work, your environment and your development.</p> <ul style="list-style-type: none"> <li>You are trustworthy and reliable</li> <li>You pay attention to your own health, safety and wellbeing and that of others</li> <li>You acknowledge errors, report them as appropriate and play your part in addressing them</li> <li>You appropriately challenge unhelpful behaviour</li> <li>You seek feedback and review your own contribution</li> <li>You are open to change and improvement</li> <li>You take responsibility for your development</li> <li>You are enthusiastic about and take pride in your work</li> <li>You act as an ambassador for the Council to our customers</li> </ul> | <b>Interview</b> |

| <b>Knowledge, skills &amp; experience</b>  | <b>Recruitment and selection</b> |
|--|----------------------------------|
| Demonstrable understanding of EU and Government policy and legislation on aviation/airport operations, property, infrastructure, planning policies and associated best practice.       | Application                      |
| A good understanding and experience of administering funding programmes such as Enterprise Zones and government grants.  | Application                      |
| Experience of successful delivery of property and infrastructure projects and schemes such as those arising from the Local Plan and site-specific Masterplans/Local Development Orders | Application                      |
| Successful and consistent achievement in project delivery in an aviation, aero/space and/or transport related area.  | Application                      |
| Experience in commissioning and overseeing capital and revenue projects.   | Application                      |
| Experience and aptitude in giving advice to and building relationships with key stakeholders, elected Members and/or Board members.  | Interview                        |
| Good knowledge of procurement processes, contracts and risk management on projects.  | Interview                        |
| Proven experience of financial management, health and safety requirements, risk management and principles of project management.   | Application                      |

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| Significant track record of success in effective teamworking and building networks and in leading teams to achieve project specific aims and objectives.   | Application |
| A track record of successfully working with partners and external bodies to achieve project specific aims and objectives.  | Interview   |
| Experience of developing relationships and enhancing the reputation of public bodies/organisations with stakeholders and partners including communities, voluntary bodies, private sector and public sector. | Application |
| Good political awareness and experience of working in the political arena.   | Interview   |
| Good commercial acumen and experience of working with businesses and their advisers.   | Interview   |

| <b>Other requirements</b>   | <b>Recruitment and selection</b> |
|---|----------------------------------|
| Relevant degree or equivalent professional qualification, project management or experience in a relevant field to a standard necessary to undertake the responsibilities allocated to the role.   | Application                      |
| The normal duties of the role may involve travel on a regular or occasional basis. It is a condition of employment that the role holder can exercise satisfactory travel mobility in order to fulfil the obligations of the role. For those journeys where an alternative form of transport is unavailable or impracticable the role holder will be required to provide a suitable vehicle. | Note                             |
| The normal duties of this role may involve the requirement to work out of normal office hours and it is a condition of employment that you exercise satisfactory level of flexibility in order to fulfil the objectives of the role.  | Interview                        |
| This position is subject to a criminal records disclosure check   | NO                               |
| This is a politically restricted position   | YES                              |