JOB DESCRIPTION

REGENERATION & NEIGHBOURHOODS DEPARTMENT

JOB TITLE: Enterprise Officer
DIVISION: Economic Growth & Regeneration
GRADE: Band 11
RESPONSIBLE TO: Enterprise Manager
POST REFERENCE: 107423

Purpose of Post
To provide services in relation to all aspects of business start support for Hartlepool businesses.

Key Relationships
- Reports to the Enterprise Manager
- Liaises with other Officers across the Council, as relevant;
- Primarily supports pre start and new start businesses in Hartlepool
- Liaises with local and sub-regional business support agencies and organisations.

Main Duties and Responsibilities
1. To assist with the effective and efficient delivery of the Enterprise service including:
   - Assist with managing the HEC and BIS;
   - Support for pre-start and new start businesses;
   - Marketing and promotion;
   - Research into local, sub-regional, regional and national business and economic development initiatives and trends.
2. To promote and make Hartlepool businesses aware of all business support schemes and initiatives that are available to assist them in starting up in business.

3. To ensure that Hartlepool is recognised as a competitive and supportive location for business start ups in the Tees Valley and the North East, by maintaining effective working relationships with appropriate local, sub-regional, regional and national business support organisations and private sector stakeholders.

4. To review and pursue opportunities for private and public sector investment in site/premises development and business growth.

5. In conjunction with the Enterprise Manager, develop and deliver business start up support programmes and projects.

6. To provide professional and technical advice and expertise to businesses, business support agencies and other partners.

7. To maintain awareness of good practice in business support and explore opportunities to apply and develop further such practice in Hartlepool.

8. To provide specialist advice on amendments needed to policies in response to changes in legislation or government initiatives in the service area.

9. To assist the Enterprise Manager in:
   - The preparation of budgets and the monitoring of expenditure;
   - The establishment, monitoring and completion of work programmes for the Enterprise section;
   - The development and implementation of policies;
   - The establishment of performance indicators and the monitoring of progress in their achievement;

10. To act as lead officer on allocated Economic Development projects.

11. To assist in all aspects of the Economic Development functions as required.

12. To deputise for or represent the Enterprise Manager in their absence in matters relating to Economic Development issues.
13. To brief Council Members and other senior officers of the Council on Economic Development matters, including preparing and presenting reports as and when required.

14. To undertake any other duties of a related nature which might reasonable be required and allocated by the Economic Growth & Development Manager.

Changes

Over time Council services change and develop. This can impact upon the main duties and responsibilities of the role, and subsequently the post holder, who will be required to adapt. Any changes will be appropriate to the grading of the post and will be made in discussion with the post holder.

Date: March 2019

HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. IF THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES THEN A DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.