

**Job Description**

**Job Title:** Business Investment Manager

**Salary Grade:** Grade 10

**SCP:** SCP 42 (£44,632) to SCP 46 (£48,581)

**Job Family:** Organisational Support

**Job Profile:** OS6

**Directorate:** City Development

**Work Location:** Office and Site

**Reports to:** Assistant Director of Economic Regeneration

**No. of Reports:** 6

**Purpose:**

* To lead and manage the team’s work in attracting new investment to Sunderland and supporting the growth of businesses based in the city, focusing on agreed priority areas, including increasing the city centre employment.

**Main Duties**

* To attract new investment to Sunderland, focusing on key priority sectors and targeting growth in city centre employment opportunities
* To support continued growth of existing businesses located in the city
* To work closely with team colleagues and wider economic development partners to ensure a comprehensive and collective approach to business investment including inward investment, re-investment, support for new and established SMEs, and business-start up as appropriate
* To work closely with City Development colleagues, including the city’s development company and Council’s property and regeneration functions to identify opportunities for economic growth
* To work closely with internal Council colleagues to develop optimum investment propositions for companies, and facilitate investment and growth wherever appropriate
* To develop sector-specific or other targeted initiatives where appropriate
* To provide leadership and line management where appropriate within the team
* To deputise for the Assistant Director of Economic Regeneration where appropriate
* To support team colleagues where required with the full range of the team’s responsibilities including:
* effective deployment of the Financial Assistance budget to facilitate agreed objectives
* identification and delivery of external funding opportunities and associated commitments
* development of strong and effective partnerships and networks including with key stakeholders and intermediaries to support business growth and investment (locally, regionally, in key sectors etc)
* business engagement and support targeted at key sectors and priority areas including, for example, specialist support in relation to software, digital and creative industries, advanced manufacturing, financial and customer services, low carbon, city centre / seafront initiatives as well as growth through innovation, export and aftercare
* information management associated with business investment objectives, in relation to availability of property, economic data and intelligence, access to finance, international trade, aftercare
* effective engagement with the Council’s Business Centres to help maximise occupancy and collaboration opportunities between companies where appropriate
* To manage the resources (financial resources and human resources) allocated to the team
* To provide leadership and line management within the team as appropriate
* To work from a variety of locations.
* Demonstrate a commitment to continuous improvement.
* To demonstrate political awareness and ability to work effectively within a political environment providing clear balanced advice and guidance.
* Any other such duties as are commensurate with the level and nature of the role.
* To promote and champion a positive organisation-wide culture that reflects the Council’s values.

**Other Duties and Responsiblities**

The post holder must carry out their duties with full regard to the Council’s Equal Opportunities Policy, Code of Conduct and all other Council Policies.

The post holder must comply with the Council’s Health and safety rules and regulations and with Health and safety legislation.

The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the Council.

The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Council records and information.

To comply with the principles and requirements of the Data Protection Act 2018 and GDPR in relation to the management of Council records and information, and respect the privacy of personal information held by the Council