

## Person Specification

### Job Title: Business Growth Support Officer



#### Experience and qualifications

1. Excellent track record in providing senior administrative and related support to programme and project management.
2. Experience of partnership working and of working collaboratively with internal/external organisations to achieve outcomes.
3. Experience of scheduling and managing arrangements for large meetings involving multiple stakeholder groups, including capturing of meeting minutes and actions.
4. Experience of working with the private and public sectors.
5. Experience of working within and supporting multi-disciplinary programme teams.
6. Experience of working with and maintaining operational systems such as a CRM.
7. Experience of data management and analysis.
8. Experience of supporting with budget management including facilitating purchases.

#### Ability, skills and knowledge

1. Excellent administration, organisational and time management skills.
2. Excellent written and verbal communication skills to convey programme and project information, data and performance and to support all aspects of communication regarding the business growth programme.
3. Excellent understanding of MS office applications.
4. Good data management and data analysis skills.
5. Ability to think, plan and work strategically across a partnership to deliver projects and programmes.
6. Ability to build and maintain effective relationships with elected members, key partners, stakeholders and the wider community.
7. Ability to adopt a strategic programme delivery view and supporting the implementation of programmes and projects.
8. Ability to support day-to-day financial transactions, including raising invoices and purchase orders.
9. Ability to work under pressure
10. An understanding of regeneration, economic development and current national policy in relation to Local Enterprise Partnerships and economic growth.
11. An enthusiastic and proactive approach to the delivery and requirements of the role.