**JOB DESCRIPTION**

**RESOURCES AND DEVELOPMENT DEPARTMENT**

**JOB TITLE:** Deputy Manager (Hartlepool Enterprise Centre)

**DIVISION:** Development & Growth - Economic Growth

**GRADE:** Band 8

**RESPONSIBLE TO:** Enterprise Manager

**POST REFERENCE:**  103401

**Purpose of Post**

To provide support to the Enterprise Manager, acting as their deputy when required and to manage the day to day operations of the Hartlepool Enterprise Centre.

**Key Relationships**

* Reports to the Enterprise Manager;
* Works with other members of the Economic Growth Team
* Liaises with Officers across the Council, as relevant;
* Primarily supports Hartlepool Enterprise Centre tenants

**Main Duties and Responsibilities**

1. To provide administration support for the Hartlepool Business Grant Schemes including organising panel meetings, preparing papers, taking minutes, sending out offer letters, monitoring of awards and maintaining adequate records.

2. To manage the preparation of applications from clients to the Borough Council for both licences to occupy units and for financial grants.

3. To offer support in respect of control of the budget and preparation of regular monitoring reports.

4. To provide administration support for the Hartlepool Enterprise Centre operations including handling of invoices, assisting in budget control and monitoring and cash handling.

5. To operate and maintain the systems pertaining to the raising of licences, rents and payment of invoices relating to goods and services purchased by the Centre.

6. Provide general administration and clerical support to the Enterprise Manager and manage the day to day administration of the Centre.

7. To act as an initial point of contact for the Hartlepool Enterprise Centre tenants and prospective tenants.

8. To deputise for the Enterprise Manager in their absence in matters relating to Enterprise.

9. To lead on a caseload of projects as required by the Enterprise Manager.

10. Liaise with other Council sections in respect of property matters.

11. To undertake any other duties of a related nature which might reasonably be required and allocated by the Economic Growth Manager.

**Changes**

The work of all Local Government departments changes and develops continuously which in turn requires staff to adapt and adjust. The functions/responsibilities above should not therefore be regarded as immutable but may change commensurate with the grading of the post. Any major changes will involve discussion and consultation which if wished may involve a Trade Union/Professional Association representative.