

Job Description

Job Title:	Business Growth Support Officer (A4733)	
Service:	North East Local Enterprise Partnership	
Responsible To:	Programme Manager	
Grade:	N5	Points: 462
Host Employer:	North of Tyne Combined Authority	

Primary Purpose

1.1 To provide administrative and organisational support to the North East Local Enterprise Partnership business growth programme in order to facilitate the delivery of the North East Strategic Economic Plan.

Principal Responsibilities

The following is typical of the duties we expect you to carry out. It is not necessarily exhaustive, and you may need to carry out other duties of a similar nature and level from time to time.

2.1 To provide administrative support to programmes and projects.

2.2 To provide performance management support.

2.3 To provide financial management support.

2.4 To deal with enquires, including those of a complex nature about the service and in line with our procedures and protocols.

2.4 To provide a first line response for operational issues.

2.6 To contribute to the development, implementation, review and maintenance of business systems and processes.

2.7 To develop and maintain positive joint working relationships with relevant internal and external stakeholders.

2.12 To carry out any other duties deemed appropriate for and on behalf of the North East Local Enterprise Partnership Board and the business growth team.