

## PERSON SPECIFICATION

### Post Title: Business Growth Consultant

Qualifications and Experience			
Criteria	Essential	Desirable	Method of Assessment
<b>Qualifications and Education</b>	Degree or equivalent in a relevant field	Evidence of Continuous Professional Development	Application form
<b>Experience and knowledge</b>	<p>Ability to demonstrate existing Tees Valley networks plus a detailed knowledge of the Tees Valley</p> <p>Proven competence to communicate with and influence senior management within SME businesses.</p> <p>Track record of supporting SME business growth on a face to face basis</p> <p>Ability to build rapport and develop sustained relationships with senior management</p> <p>Business knowledge across a range of sectors and processes</p> <p>Demonstrable track record of working with SME businesses in a professional services environment and advising businesses on financing and funding</p> <p>Proven knowledge and understanding of financial concepts and a high level of general numeracy.</p>	<p>Providing guidance to SME business on potential financing options, making introductions to providers of finance and funding</p> <p>Experience developing and managing external public and private sector relationships.</p> <p>Knowledge of the Tees Valley economy including economic drivers, opportunities and threats.</p> <p>Experience of delivering ERDF funded business support programmes</p> <p>Knowledge of the broad range of business support initiatives</p> <p>SME level business finance, accountancy, banking or financial services experience.</p>	Application and interview

<p><b>Skills</b></p>	<p>Ability to prepare and present well both in writing and visually</p> <p>Ability to work sensitively with a range of key stakeholders, internally and externally</p> <p>Full U.K. driving licence and ability to fulfil transport requirements of post</p> <p>Ability to influence key players at local, regional and national level</p> <p>Competent used of CRM systems, Excel, Word, PowerPoint, e-mail and ability to readily learn to use new ICT packages</p>		<p>Application and Interview</p>
<p><b>Personal Attributes</b></p>	<p>Highly motivated, enthusiastic and focussed</p> <p>Resilient and highly organised with experience of competing deadlines/priorities and multi-tasking</p> <p>Strong team working</p> <p>Strong communication skills</p> <p>Strong Self-motivation</p> <p>Can-do Attitude</p> <p>Ability to adapt personal style to deal with a range of clients</p>		<p>Interview</p>