



European Union

European
Social Fund

Job profile

Business Investment Officer

Grade H

Group: Economy, Innovation and Growth

Service: Business, Employment and Skills

Location: Civic Centre

Line Manager: Enterprise and Industry Unit Manager

Car User Status: Casual

Job Purpose

To provide an effective response to new start and existing businesses and inward investors; to support the sustainability and growth of existing enterprises and ensure that business investment and employment opportunities are maximised within the borough.

The key measures of success for this post are to: increase the number of businesses; increase the number of employee jobs, customer satisfaction. Secondary measures will include commercial floor space occupied and National Non-Domestic Rates payable.

The key roles of this post will include:

1. The delivery of interventions to businesses to influence and support investment decisions.
2. Working closely with other Service areas to ensure an appropriate and effective response is provided to businesses and that the delivery of support is fully integrated with other initiatives to support business growth.
3. Supporting initiatives to promote the borough as a business investment location.



4. To develop and maintain relationships with local businesses and external stakeholders including DIT, Invest North East England, North East Growth Hub, commercial property professionals and business support agencies.
5. To represent the Council in regional initiatives where appropriate.
6. Ensure clerical and electronic records are maintained to enable the monitoring of performance and provision of appropriate data to key partners.
7. Prepare reports as required.
8. Such other responsibilities which are appropriate to the grade of the post.



Knowledge & Qualifications

Essential:

Knowledge

- Local economic conditions
- National and regional enterprise, business and start up support
- SME business management and operations
- Knowledge of national and regional business support services and business processes.

Experience

- Working with businesses to influence investment decisions.
- Partnership Working
- Working collaboratively with others

Qualifications

- Relevant degree/professional qualification or equivalent experience

Desirable:

Knowledge

- Economic development and regeneration issues and policies.

Experience

- Managing and/or supervising individuals
- Meeting compliance and audit requirements
- Operating within a competitive/sales environment
- Coordinating and managing projects.

Qualifications

- SFEDI accredited or equivalent experience
- Project qualification e.g. Prince 2



Competencies

Customer Focus	Puts the customer first and provides excellent service to both internal and external customers
Communication	Uses appropriate methods to express information in a clear and concise way to make sure people understand
Team Working	Works with others to achieve results and develop good working relationships
Making things happen	Takes responsibility for personal organisation and achieving results
Flexibility	Adapts to change and works effectively in a variety of situations
Learning and Development	Actively improves by developing and applying new skills and knowledge and learns from past experiences