


|  |   |  |
|--|---|--|
|  <b>Stockton-on-Tees</b><br>BOROUGH COUNCIL |   | <b>JOB DESCRIPTION</b>   |
| <b>Directorate:</b><br><br><b>Finance, Development &amp; Business Services</b>   |   | <b>Service Area:</b><br><br><b>Inclusive Growth &amp; Development – Economic Development</b> |
| <b>JOB TITLE: Business Growth Advisor</b>  |   |  |
| <b>GRADE: K</b>  |   |  |
| <b>REPORTING TO: Business Growth and investment Manager</b>  |   |  |
| <b>1.</b>  | <b>JOB SUMMARY:</b><br><br>To provide advice and guidance to established and emerging businesses and to participate in the development and delivery of business growth programmes and projects. Also, to support the inward investment agenda by providing and seeking business intelligence. |  |
| <b>2.</b>  | <b>MAIN RESPONSIBILITIES AND REQUIREMENTS</b>   |  |
| 1  | To maintain effective relationships with key stakeholders in the business sector to ensure an appropriate level of Council support and to identify risks and opportunities for growth   |  |
| 2  | To take responsibility for the case management and sign-posting of business related activities including the provision of advice and guidance on funding, premises and start-up and access to services provided by the council and its partner agencies                                       |  |
| 3  | To participate in the development and delivery of economic development projects in a range of settings, including the preparation and presentation of funding bids as required  |  |
| 4  | To participate in programme and project delivery in accordance with defined governance arrangements ensuring that best practice is maintained in implementation through all aspects of delivery, monitoring, review, consultation and communication   |  |
| 5  | To capture, interrogate and analyse data and intelligence to inform service improvement & Council decision making, in particular, for the purpose of supporting inward investment and development.  |  |
| 6  | To market and manage occupancy of Council owned business & enterprise facilities  |  |
| 7  | To liaise and consult with clients, business support providers, consultants, stakeholders, community groups, businesses and other interested parties  |  |

|    |   |
|----|---|
| 8  | To actively collaborate with others including other Council services, partner agencies, government bodies, the private sector and other relevant organisations as required                                |
| 9  | To assist in the preparation and presenting of reports and briefing papers to Management, Cabinet, committees and boards as required  |
| 10 | To take reasonable care of your own health and safety and co-operate with management, so far as necessary, to enable compliance with the Authority's health and safety rules and legislative requirements |
| 11 | To adopt, utilise and demonstrate Customer Service Excellence principles.   |
| 12 | To undertake such other duties and responsibilities commensurate with the grading and nature of the post  |

**3. GENERAL**

**Job Evaluation** - This job description has been compiled to inform and evaluate the grade using the NJC Job Evaluation scheme as adopted by Stockton Council.

**Other Duties** - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

**Workforce Culture and supporting behaviours and Code of Conduct** – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.

**Personal Development** – As defined by the Council's Culture Statement, all employees will take responsibility for their own development

**Customer Services** – The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.

**Policies and Procedures** – The post holder is required to adhere to all Council Policies and Procedures.

**Health and Safety** – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

**Safeguarding** – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council's Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.



## PERSON SPECIFICATION


|                            |   |  |
|----------------------------|---|--|
| Job Title/Grade            | <b>Business Growth Advisor</b>                      | <b>K</b>   |
| Directorate / Service Area | <b>Finance, Development &amp; Business Services</b> | <b>Inclusive Growth &amp; Development – Economic Development</b> |
| Post Ref:                  | <b>POS004991</b>                                    |  |

|                | <b>ESSENTIAL</b>  | <b>DESIRABLE</b>   | <b>MEANS OF ASSESSMENT</b> |
|----------------|---|--|----------------------------|
| Qualifications | <ul style="list-style-type: none"> <li>- Educated to degree level or equivalent in a relevant subject area or equivalent demonstrable level of directly relevant work related experience.</li> </ul>  | <ul style="list-style-type: none"> <li>- Membership of relevant professional body</li> </ul>   | Application form           |
| Experience     | <ul style="list-style-type: none"> <li>- Provision of relevant high quality information, advice and guidance to new and existing businesses.</li> <li>- Managing business support projects and programmes</li> <li>- Supporting businesses of all sizes across a range of sectors on an account management basis</li> </ul> | <ul style="list-style-type: none"> <li>- Experience in consultation techniques involving Members of the Council, external agencies, businesses and the community.</li> </ul> | Application / Interview    |

|   |   |  |                                |
|---|---|--|--------------------------------|
| <p>Knowledge &amp; Skills</p>                   | <ul style="list-style-type: none"> <li>- An understanding of the relevant policies and issues associated with inclusive growth and economic development.</li> <li>- A good understanding of the factors impacting on business creation, growth and success and the provision of business support through an account management process.</li> <li>- Ability to capture, interrogate, analyse and interpret complex data and information from a range of sources and use it effectively to inform service priorities and improvements</li> <li>- Ability to work flexibly and adapt to changing work priorities.</li> <li>- A good knowledge and the practical application of technology applications in Word, Excel, Power Point, Project, Internet, some graphics work and client relationship management systems.</li> </ul> | <ul style="list-style-type: none"> <li>- Ability to participate effectively within a structured programmes and projects governance framework.</li> <li>- Ability to appoint and oversee business support providers and technical consultants.</li> <li>- An understanding of the funding and financial issues relevant to the development of projects.</li> </ul>                          | <p>Application / Interview</p> |
| <p>Specific behaviours relevant to the post</p> | <ul style="list-style-type: none"> <li>- Demonstrate the Council's Behaviours which underpin the Culture Statement.</li> <li>- Ability to be innovative in responding to changing situations.</li> <li>- A positive attitude to dealing with issues and risks.</li> <li>- A pleasant and outgoing personality, with enthusiasm and the ability to inspire others.</li> <li>- The ability to communicate clearly both orally and in writing with a wide range of people and organisations.</li> <li>- High personal standards and self-discipline in working unsupervised and to deadlines.</li> <li>- Ability to work as part of a team involving people from a wide range of backgrounds</li> </ul>  | <ul style="list-style-type: none"> <li>- Willingness to participate in all aspects of project development and delivery.</li> <li>- Ability to manage sensitive and confidential information, and knowledge of data protection and data security, where relevant.</li> <li>- Confidence to work independently dealing with project issues across the economic growth discipline.</li> </ul> | <p>Application / Interview</p> |

|                    |   |  |  |
|--------------------|---|--|--|
|                    | <p>including residents, businesses, external partners and Members.</p> <ul style="list-style-type: none"><li>- Ability to benefit from training relevant to the post.</li></ul>   |  |  |
| Other requirements | <ul style="list-style-type: none"><li>- Must be able to vary working hours to incorporate evening and weekend meetings as required</li><li>- Due to the frequent need for travel across the borough and the need to meet business targets, the need to drive a car is a requirement of this post.</li></ul> |  |  |

**Person Specification dated: Nov 2023**

|  |  |
|--|--|
|  <b>Stockton-on-Tees</b><br>BOROUGH COUNCIL | <b>KNOWN RISKS FOR THIS ROLE</b>                         |
| <b>DIRECTORATE:</b><br>Regeneration  | <b>SERVICE AREA:</b><br>Inclusive Growth and Development |
| <b>JOB TITLE:</b> Business Growth Advisor  |  |
| <b>GRADE:</b> K  |  |
| <b>JOB LOCATION / BUILDING:</b> Municipal Building   |  |
| <b>REPORTING TO:</b> <i>Business Growth and Investment Manager</i>   |  |

The following are the known risks for this role as identified through a Risk Assessment. More than one risk may apply. Where there are no known risks this will be indicated.


| Known Risks - which require Baseline Health Surveillance Screening before or at start of employment and ongoing health surveillance with Occupational Health   |     |    |
|--|-----|----|
| Known Risk   | Yes | No |
| <b>Noise:</b> Employee is likely to be regularly exposed to noise above the exposure action level. (Daily or weekly exposure of 85dB)  |     | x  |
| <b>Vibration:</b> Employee will be exposed to vibration above the daily Exposure Action Value (EAV) of 2.5m/s <sup>2</sup> A(8) 9  |     | x  |
| <b>Respiratory:</b> Employee will be exposed to Hazardous Substances such as machine generated wood dust, mineral dust, solder flux, glues, resins, cutting oils, latex.<br><br>(Those working with respiratory/skin irritants or sensitizers as defined by COSHH) |     | x  |

| Known Risks which require a Medical Assessment with Occupational Health prior to starting employment and ongoing assessment during employment.  |     |    |
|---|-----|----|
| Known Risk  | Yes | No |
| <b>HGV/LGV/Fork Lift Truck/Passenger Carrying Vehicle/Minibus (Group 2) Licence Drivers:</b> Employee will be required to drive an HGV/LGV/FLT/PCV/Minibus.   |     | X  |
| <b>Asbestos:</b> Employee likely to be exposed to asbestos.<br>Work with asbestos' includes: <ul style="list-style-type: none"> <li>○ Work which removes, repairs, or disturbs asbestos</li> <li>○ Ancillary work (work associated with the main work of repair, including maintenance work on equipment)</li> <li>○ Supervisory Work (work involving direct supervision over those removing, repairing, or disturbing asbestos)</li> </ul> |     | X  |

| Known Risk   | Yes | No |
|--|-----|----|
| <p><b>Lead:</b> Employee likely to be exposed to lead or lead based products (handling, processing, repairing, maintenance, storage, disposal)</p> <p>The lead must also be in a form in which it is likely to be:</p> <ul style="list-style-type: none"> <li>○ Inhaled, e.g., lead dust, fume or vapour.</li> <li>○ Ingested, e.g., lead powder, dust, paint or paste; or</li> <li>○ Absorbed through the skin, e.g., lead alkyls or lead naphthenate.</li> </ul> <p>The regulations do not apply to work with materials or substances containing lead where, because of the nature of the work, lead cannot be inhaled, ingested, or absorbed.</p> |     | X  |
| <p><b>Confined Spaces - Safety Critical:</b> Employee will be required to work in a <b>confined space</b> where specialist equipment or breathing apparatus is needed.</p>   |     | X  |
| <p><b>Working at Heights - Safety Critical:</b> Employee will be required to work <b>at a height</b>.</p>  |     | X  |
| <p><b>Blood-borne viruses:</b> Employee is at risk of exposure to Blood-borne viruses e.g., needle stick injury, human bite, contact with human blood or other bodily fluids and sewerage.</p>   |     | X  |

| Other Known Risks  |     |    |
|--|-----|----|
| Known Risk   | Yes | No |
| <p><b>Council Vehicles or transport that does not require a Group 2 licence:</b> Employee will be required to drive a Council vehicle or regularly transport service users/clients/pupils in their own vehicle as part of normal duties.</p> |     | X  |
| <p><b>Food Handlers:</b> Employee will be preparing and handling food</p> <p><i>Food Handlers Questionnaire to be completed and sent to Occupational Health</i></p>  |     | X  |
| <p><b>Night Workers:</b> Employee will be regularly working at night</p> <p><i>Optional Night Worker Questionnaire available</i></p>   |     | X  |
| <p><b>Lone Working (including Home Working):</b> Employee will be required to work alone.</p>  | X   |    |
| <p><b>DSE Users:</b> Employee will be required to use Display Screen Equipment (DSE)</p> <p><b><i>DSE Training and assessment should be completed on commencement – arranged by manager</i></b></p>  | X   |    |
| <p><b>Any Other:</b> Please identify any other known risks associated with this job role.</p>  |     | X  |

**As the manager of this post, I declare that the details above are an accurate reflection of the risks associated with the post.**

Signature of Manager: 

Date:06.11.23

**For any queries related to this form, please refer to the Known Risk Managers Explanatory Notes, or email the Occupational Health Department: [Occupational.Health@stockton.gov.uk](mailto:Occupational.Health@stockton.gov.uk)**