

Job Description

Post title	Inward Investment Manager
Grade	N11
Directorate	Economic Innovation and Growth
Team	Inward Investment Team
Reporting to	Head of Inward Investment
Responsible for	Not applicable

Job Purpose

The Inward Investment Manager, is a core part of the Invest North East England (INEE) Team which is responsible for attracting new inward investment to the North East of England and supporting the North East Combined Authority's (North East CA) corporate mission to be a Welcoming Home to Global Trade.

The postholder will support the Head of Inward Investment to deliver strategic regional inward investment activity as part of the priorities and objectives of the North East CA and will develop and deliver a programme of activity to achieve these goals.

The postholder will be responsible for leading on a caseload of inward investment projects, generating new project leads and managing the client journey from initial engagement through to successful investment.

Duties and responsibilities

Listed below are the responsibilities this role will be primarily responsible for:

- Support the Head of Inward Investment and Senior Management Team to develop and deliver the regional inward investment strategy and plan relevant activity to achieve the ambition of the North East CA Corporate Plan.
- Develop and maintain a comprehensive knowledge of the North East economy, key sectors, businesses assets, properties and development sites.

- Responsible for developing and updating high quality, clear and compelling client value propositions and sector plans, tailored to specific business needs and opportunities. Working corporately to undertake or commission research.
- Lead on a caseload of key investment enquiries including client engagement and relationship management at a senior level, organising and leading inbound visits to the North East and coordinating the wider partnership contributions to delivering an investment success.
- Take responsibility to creating external communications to promote investment into the North east, working with the communications and marketing team within the North East CA, develop and implement multichannel communication strategies and campaigns to raise awareness and increase the number of inward investment leads.
- Develop senior level relationships with industry multipliers and intermediaries, as well as commercial property sector leads to understand trends and dynamics in allied sectors and the North East property market.
- Build and develop senior level partner relationships and manage stakeholder expectations within and outside the North East, including a range of key public sector (e.g. local authorities, universities and the Office for Investment) and private sector organisations (e.g. sector networks, local businesses).
- Manage effective systems and processes to record inward investment enquiries and requirements and report on successes.
- Lead on the procurement of certain services and manage contracts and service delivery arrangements to ensure adherence to agreed targets, timescales, standards and costs.
- Deputise for the Head of Inward Investment and represent the regional Inward Investment Team at various regional, national, and potentially international events and meetings.
- Keep abreast of international, national and regional developments regarding inward investment issues to ensure strong specialist knowledge and best practice.

Organisational responsibilities

- **Communication**
We communicate effectively with our peers, partners and local authorities and work collaboratively to provide the best possible outcomes. Communication between teams, services and partner organisations is imperative in providing the best possible service to the region.
- **Confidentiality**
All members of staff are required to undertake that they will not divulge to anyone personal and/or confidential information to which they may have access during the course of their work.

All members of staff must be aware that they have explicit responsibility for the confidentiality and security of information received and imported in the course of work and in using organisation information assets.
- **Health, Safety and Wellbeing**

We take responsibility for health, safety and wellbeing in accordance with the North East CA Health and Safety policy and procedures.

- **Performance Management**

We promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. You will contribute to the organisation's appraisal processes to ensure continuous learning and improvement and to increase organisational performance.

All members of staff will receive appraisals and it is the responsibility of each member of staff to follow guidance on the appraisal process.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by their manager.

Values and Behaviours

Our values and behaviours are the things that are important to us, individually and as a team. They articulate the way we want to conduct ourselves. Combined, they work together to make us who we are and we use them to anchor all that we do. The North East CA values are:

- Strive for brilliance
- One team
- Drive sustainability
- Make it happen
- Be inclusive

Equalities and Diversity

We are committed to creating a fairer North East where everyone can thrive with aspirational jobs, new skills, and better homes. All employees are responsible for taking proactive steps to eliminate discrimination, advance equal opportunities and foster good relationships in every aspect of their work.

Special requirements of post

- **DBS**

This post is not subject to a disclosure.

- **Politically restricted**

The North East CA has designated that this post is not politically restricted in accordance with the requirement of section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State.

Person Specification: Inward Investment Manager

The following criteria will be used to shortlist at the application stage and will be further explored at the interview stage.

	Essential	Desirable
Qualifications	- Degree within a relevant subject. - Ongoing evidence of relevant training to support personal development.	Relevant professional qualification.
Experience	- Substantial experience of leading/managing inward investment projects and visits. - Experience of developing client value propositions. - Demonstrable experience of working in collaborative partnerships with a broad cross section of stakeholders across the public and private sectors. - Experience within a fast-paced environment.. - Experience in marketing and promotion of projects. - Experience of working to tight deadlines - Experience of delivering presentations at events on a national/international level.	- Experience of working in or with a local authority economic development function or business support organisation. - Experience and understanding of working in a sensitive political environment. - Experience of working with local politicians and senior Local Authority Officers. - Experience gained in one or more of the Region's key inward investment target sectors. - Experience of assisting businesses in applying for financial assistance from national and regional financial assistance schemes. - Budget and contract management experience. - Proven sales/ business development experience. - Experience of exhibiting at events. - Procurement Experience. - Experience of using CRM systems.
Skills and Knowledge	Excellent knowledge of the inward investment process and the business decision making process.	- Understanding of the commercial property market. - Effective Leadership Skills.

	• Excellent research and report writing skills. • Excellent knowledge of key sectors and growth opportunities within region. • Knowledge of national and regional schemes of financial assistance available to inward investors. • Excellent interpersonal and communication skills, both formal and informal. • Excellent presentation skills. • Excellent networking skills. • Good understanding of best practice in programme and project management and managing risk. • Able to build and maintain relationships with, and gain the respect of, a wide range of stakeholders. • Excellent influencing and negotiating skills. • Experience and ability to work with senior stakeholders. • Ability to analyse industry data and produce reports. • Knowledge of marketing and communications techniques. • Ability to plan and manage strategically, to develop effective strategies to meet outcomes. • Ability to handle challenging and politically sensitive situations.	• Knowledge of the DBT network, processes and procedures.
Personal Qualities	• High levels of personal motivation and ambition. • Able to work effectively under pressure and with minimal support to tight deadlines. • Able to work flexibly and innovatively to deliver key activities • Able to build relationships, be credible and gain respect with a range of partners. • Confidence in dealing with senior business leaders. • Team player that enjoys working in partnership with others to deliver common goals. • An enthusiastic and proactive approach. • Committed to acting corporately and collaboratively. • Willingness to challenge conventions and come up with new ideas.	
Additional Requirements	• Ability to work and travel frequently at a local and national level, occasionally overseas. • Ability to work flexible hours.	• Full current driving licence or access to a means of mobility support.

