



European Union

European Regional
Development Fund



ROLE PROFILE

ROLE TITLE: Senior Business Growth and Investment Manager

RESPONSIBLE TO: Head of Economic Growth

**RESPONSIBLE FOR: Business Growth and Investment Managers x 3,
1 x Employer Engagement Co-ordinator**

PLACE OF WORK: Wansbeck Workspace / Remote working

SALARY BAND: Leadership Team, Tier 1

Role Purpose	<ul style="list-style-type: none"> To support and deliver economic growth activities across Northumberland, including inward investment, strategic account management, business support, sector development and innovation leading to the creation, growth and safeguarding of jobs and businesses in Northumberland. To deliver economic growth activities to support the Economic Strategy for Northumberland on behalf of Advance Northumberland, especially in relation to the 'Business' theme. To build and develop strong partnerships across a range of networks, with a number of partners, to promote and achieve economic growth targets. To support the delivery of economic growth activities within Northumberland including responsibility for project/programme activities. To deputise for the Head of Economic Growth
Reporting Relationships	<ul style="list-style-type: none"> Reporting to the Head of Economic Growth Line management of 3 Business Growth and Investment Managers and 1 Employer Engagement Co-ordinator
Dimensions	<ul style="list-style-type: none"> Advance Northumberland will act on behalf of Northumberland County Council, and other partners, to encourage and facilitate economic growth in Northumberland. Work closely with Northumberland County Council, the North of Tyne Combined Authority and the North East LEP to deliver economic growth in Northumberland and the wider area. Work with colleagues across Advance Northumberland to align functional strategy and direction in support of the Corporate Strategy.
Principal Duties	<ul style="list-style-type: none"> Develop and deliver a pipeline of activity in relation to economic growth, working closely with colleagues across Advance Northumberland, Northumberland County Council and external partners, including North of Tyne and the LEP. Manage externally funded projects that contribute to the economic growth targets of Northumberland.

	<ul style="list-style-type: none"> • Deliver high quality and effective services to meet the needs of businesses within Northumberland. • Support the development of key regeneration projects. • Facilitate and/or deliver business development and support services to stimulate growth in Northumberland. • Contribute to the delivery of the Advance Northumberland Economic Growth Delivery Plan. • Liaise with external partners and respond to enquiries relating to business growth and investment. • Maintain strong relationships with businesses and partners to drive economic growth. • Support the procurement of project delivery, when appropriate and subsequently manage contracts and service delivery arrangements. • Facilitate business events, activities and networks. • Represent Advance Northumberland as required at meetings and events.
<p>Knowledge, Skills and Experience Needed</p>	<ul style="list-style-type: none"> • Relevant knowledge and experience of working in economic development. • Experience of delivering localised business support initiatives and networks. • Understand Northumberland’s key priority sectors. • Knowledge of Northumberland’s business landscape. • Able work flexibly and innovatively to deliver key activities. • Experience of bidding for and management of public sector funding for infrastructure, regeneration and development. • Budget management experience. • Experience in supporting the development of business cases and gathering evidence to support the business case. • Good understanding of best practice in programme and project management and managing risk. • Excellent interpersonal skills and strong networking skills. • Able to work as part of a team and support the Mission, Vision and Values of Advance Northumberland.

All employees are also responsible for complying with their duties and responsibilities under both legislation and company policies regarding Health and Safety, Data Protection and Dignity at Work.

The information contained within the role profile provides a summary of the principle duties and responsibilities associated with the post. The role profile may change to meet operational demand and business needs, and any material change will be subject to discussion and consultation.

All role profiles, and the associated duties, are bound by the Advance People and Corporate Policies.