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| **ROLE TITLE:** **Inward Investment Senior Sector Manager** |
| **EMPLOYER: Advance Northumberland**  **RESPONSIBLE TO: Senior Business Growth & Investment Manager**  **RESPONSIBLE FOR: - N/A** |
| **PLACE OF WORK: Wansbeck Workspace, Ashington plus Hybrid working** |

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| **Role Purpose** | * 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 lead on and deliver Offshore wind sector inward investment and professional support of economic growth activities within Northumberland. * To build and develop strong partnerships across a range of networks, with a number of stakeholders, to promote and achieve economic growth targets. * To support the delivery of the North of Tyne Combined Authority (NTCA) Inward Investment Capacity Building programme. |
| **Dimensions** | * 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 and Department for International Trade 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. * Programme management responsibility for business support activity. |
| **Principal Duties** | * Develop and deliver a pipeline of activity in relation to offshore wind inward investment, working closely with colleagues across Advance Northumberland, Northumberland County Council, North Tyne Combine Authority and external partners. * Leading Business Development & Marketing campaigns, and creating a strong inward investment narrative, that will generate new offshore wind sector inward investment leads for the area. * Using research, sector insights and experts to assist with the creation of a strategy and implementation plan that supports growth of the offshore wind sector across North of Tyne Combined Authority. * Deliver high quality and effective services to meet the needs of businesses within Northumberland and maintain strong relationships with partners to drive economic growth. * Facilitate and/or deliver business development and support services to stimulate growth in Northumberland. * Liaise with external partners and respond to enquiries relating to business growth and investment. * Manage a portfolio of electronation investment enquiries throughout the inward investment life cycle * Supporting the growth of existing offshore wind sector companies, through the delivery of account management activity * Growing a strong local sector relevant network and managing partner, stakeholder and external contract activity (including project & CRM reporting) aligned to the NTCA funded project * Represent Advance Northumberland as required at meetings and events. |
| **Knowledge and Skills** | * Relevant knowledge and experience of the offshore wind sector and ecosystem in the North East and UK. * Knowledge and detailed understanding of the inward investment process and effective enquiry management. * Knowledge of account management processes, risk management and best practices. * Excellent research and report writing skills. * Advanced interpersonal and communication skills, both formal and informal. * Demonstrable success of working in collaborative, building relationships and negotiating with senior level stakeholders and decision makers. * A wide range of contacts in offshore wind organisations and stakeholders, locally and regionally. * Strategic level business development planning experience. * Experience of delivering localised business support initiatives and networks. * Understand Northumberland’s key priority sectors and business landscape. * Able to work flexibly and innovatively to deliver key activities. * Experience of managing 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. * 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. * High levels of personal motivation and ambition. * Able to work effectively under pressure and with minimal support. |

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| 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 Advance Northumberland’s People and Corporate Policies.  This role is funded by the North of Tyne Combined Authority. |