
JOB DESCRIPTION

POST: Business Development Manager
POST HOLDER:

REPORTS TO: CEO

GRADE: £50,000 + benefits

LOCATION: Worcester

WORKING HOURS: Full Time – 37 hours per week
FTC to 31 March 2018

MAIN PURPOSE: To manage and lead the Business Development function for Worcestershire LEP in order to deliver sustainable economic benefits outlined within the Strategic Economic Plan thereby making a significant contribution to the economic wellbeing and delivery of the LEPs vision.

Devises, leads and proposes the relevant interventions by the LEP and appropriate partners to meet known and future business growth.

KEY DUTIES / RESPONSIBILITIES:

1. To drive and lead the development of a Centre of Entrepreneurship including Business Plan to include training, flexible accommodation and business start-ups, scale-ups and expansion.
2. To develop a digital strategy for the County working with a project team to build solutions and intervention in order to enable economic growth.
3. To generate concepts and ideas this will result in projects that support the delivery of the Strategic Economic Plan.
4. To write and develop bids in response to national or local programmes
5. To support the LEP CEO and Board with national and cross border working between Local Enterprise Partnerships that support the development and implementation of the Strategic Economic Plan
6. Work with all Local partners, including local government, further and higher education and particular reference to Worcestershire Business Central, Worcestershire Innovation Network (WINN), Department for International Trade to embed new projects and concepts within existing business support agencies.
7. To seek endorsement of project Business Cases from the Board of the Worcestershire Local Enterprise Partnership
8. To participate and assist with relevant/appropriate events and encourage participation amongst businesses and stakeholders; representing the LEP at these events.
9. To coordinate the relationships with stakeholders from the private and public sector.
10. To provide reports for management and board meetings

GENERIC TASKS:

1. To keep updated with all new literature and information and maintain a thorough knowledge of new procedures and quality processes.
2. To work closely with other team members to complement and support the organisation's delivery and development.
3. Any other duties as directed by the Chief Executive.
4. To ensure that any management information is entered onto the organisations databases on a regular continual basis.
5. To adhere to and actively promote the organisations Equal Opportunities policy.
6. At all times to work within the organisations Health and Safety policy and ensure so far as is reasonable that safe working practices are established, maintained and followed.

PERSON SPECIFICATION:

1. Proven expertise in developing and implementing models of business support and growth focussing on early stage business growth. Significant credibility within the business support and growth sector
2. Has a programme / project management skills set to structure ideas and activities whilst also bring people into the project to support its development and delivery.
3. An understanding of barriers facing the development and growth of new and existing businesses
4. Has the self-confidence to interact with and progress chase the senior stakeholders is committed, takes ownership of a number of programmes / projects.
5. is a team player with the skillset and personality to quickly get to know the relevant people and the ways to get things done
6. Ability to communicate confidently and with credibility at all levels internally and externally.
7. Proficient in the use of Microsoft Office i.e. Word, Excel, Outlook, Powerpoint.
8. Ability to manage a range of different tasks with developed time management skills
9. Ability to work on own initiative with minimal supervision.
10. Results driven.

MOBILITY:

1. Ideally, a car owner with full driving licence.