EAST STAFFORDSHIRE BOROUGH COUNCIL

**JOB DESCRIPTION**

JOB TITLE: FULL TIME BUSINESS DEVELOPMENT OFFICER (37 HOURS PER WEEK)

Permanent

GRADE: 7 £ 31,364 - £ 34,834 PER ANNUM

REFERENCE CODE: EP0200

ALLOWANCES: CAR NECESSITY SCHEME

SECTION: ENTERPRISE

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| RESPONSIBLE TO: | Enterprise Manager |
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| PURPOSE OF THE JOB: | To ensure local businesses realise the full benefit of local, regional, and national business support schemes and programmes, by promoting programmes locally and by engaging and developing relationships with businesses to support them to access support  The post holder will be a key member of the Enterprise Team and will be required to work closely with partners managing and delivering various growth programmes including the delivery of UKSPF projects. |

**DUTIES AND RESPONSIBILITIES:**

1. To manage East Staffordshire Borough Council’s Business growth funding programmes, where applicable (currently the Boosting Business Programme). This includes marketing and promoting schemes including attendance and presentations at networking events, maintaining records, assessing applications, liaising with businesses and administrating and preparing reports for the panel meetings.
2. To provide an efficient and effective signposting service to local businesses who require business support, advice or training working closely with local, sub-regional or regional agencies/organisations.
3. To effectively promote local, regional and national business support programmes and initiatives.
4. To develop and maintain a knowledge of funding programmes supporting economic growth
5. To engage effectively with the regional and countywide partnerships in order to influence the development and provision of appropriate business support schemes and initiatives in the borough.
6. To support other projects delivered by the Enterprise Team particularly those related to the Towns Fund and UK Shared Prosperity Fund.
7. Provide high quality inward investment support, to attract new investment into the Borough to support local economic growth.
8. To support partnership working and development and to represent the Council at meetings with partners and other agencies.
9. To assist in the monitoring of budgets associated with the business grant activities of the Enterprise service.
10. To prepare reports, briefing papers and Delivery Plans for Senior Officers and elected Members and relevant partnerships.
11. To undertake any other duties commensurate with the grade of the post, as required by the Enterprise Manager

***Please note:***

Closing date for applications is:

Interviews will take place on:

We thank you for taking the time to apply for our vacancy. If you do not hear from us within 2 weeks of the closing date for the vacancy, please assume that your application has been unsuccessful.