

HARBOROUGH DISTRICT COUNCIL - JOB DESCRIPTION

POST TITLE: Business Advisor (Harborough Innovation Centre)

GRADE: 6

SERVICE AREA: Planning & Regeneration / Economic Development

RESPONSIBLE TO: Centre Manager (Harborough Innovation Centre)

DATE ISSUED: February 2020

VARIATIONS TO STANDARD CONDITIONS OF SERVICE:

This is a description of the job as it is constituted at the date shown below. It is the practice of this Authority to periodically examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with those working directly to them. You will therefore be expected to participate fully in such discussions. It is the Authority's aim to reach agreement to reasonable changes, but if agreement is not possible management reserves the right to insist on changes to your job description after consultation with you.

JOB PURPOSE:

Harborough Innovation Centre (HIC) provides support services to new and start-up businesses in the District. You will be a multi-skilled and experienced Business Adviser providing Business advice within the HIC working collaboratively with the Council's Economic Development service and work with external partners.

The post is to provide business growth and diversification advice, promotion and networking, signposting specialist support including; funding, including supporting businesses seeking funding from the Financial Assistance for a range of small business schemes available through the Council, LLEP Business Gateway service and UK Government. Where necessary you will collaborate and where relevant, take the lead on Business Events- including training and seminars.

JOB ACCOUNTABILITIES:

1. To promote and implement business support through the Council's Economic Development business support service.
2. Provision of one to one and group business advisory support including assisting completion of business and project plans.
3. Maintain confidentiality in all aspects of businesses and staff.
4. Contribute to the effective management, operation and administration of the Council's business support schemes.

5. Contributing to /supporting broader strategic programmes in support of the work of the service as required.

JOB ACTIVITIES

1. Work in partnership with providers to ensure that new and existing businesses receive comprehensive and joined up business support.
2. Improve the competitiveness and efficiency of micro-businesses.
3. Advise and assist businesses to develop innovative projects and, where relevant, assist with applications for project support.
4. Undertake promotional and marketing activity to promote the business support services available from Harborough District Council.
5. Identify, develop and promote new business assistance opportunities.
6. Develop and maintain knowledge base of relevant industry specific issues and initiatives.
7. Arrange, facilitate and deliver topical workshops and events integral to identified demand.
8. Develop relationships with key partners and stakeholders to ensure the business needs of the region are met.
9. Maintain records of activity, projects and outputs consistent with the requirements of project management, evaluation and compliance with procedures and any specific requirements of external funders.
10. Keep up to date with relevant Government policy and economic, legal and technical developments in relation to business
11. To manage your own performance in terms of timekeeping, attendance, accuracy of work, quality of work and compliance with procedures.
12. To manage your own performance in compliance with all Codes, Regulations and procedures including Code of Conduct, Health and Safety and Governance.
13. To manage risk, promote risk awareness and prioritise work in light of the risk analysis.
14. To contribute towards achieve the agreed performance targets detailed in the work plan and contribute to performance appraisal activities.
15. Meet with all businesses quarterly to ensure they are meeting their growth milestones which are set out through the businesses annual review with the Centre Manager.

16. As a term of employment the post holder may be required to undertake other such duties as may reasonably be required of you in the post and team mentioned above or in a comparable post in any of the Organisation's other teams at any of the Authority's establishments.
17. To actively commit to the Council's equality and diversity vision statement and associated policies that promote fairness and equality and celebrate diversity, in dealing with colleagues, clients and service users.
18. To demonstrate the Council's management competencies, as set out within the Competency Framework, to at least level 2.
19. To take all reasonable measures to limit carbon emissions and reduce energy / resource consumption when undertaking work activities.

20. Health and Safety

To be responsible for all centre related Health & Safety, completing accident/incident reports and keeping the policies and procedures updated with the support from the Health & Safety Officer.

To be familiar with and at all times comply with:

- the Council's general health and safety policy;
- the Council's specific health & safety policies and procedures as detailed in the Council health and safety policy documents; and
- Local department specific health and safety procedures as amended or added to from time to time.

To report any unsafe practice, accident, incident, dangerous occurrence or hazard found during the course of your work to your line manager for action.

To take reasonable care for the health and safety of yourself and of other persons who may be affected by your acts or omissions at work. To maintain Personal Protective Equipment and to report any PPE that is defective.

To co-operate with all staff and members of the authority so far as is necessary to enable all health and safety requirements to be performed or complied with.

To ensure anything provided in the interests of health, safety or welfare is not intentionally or recklessly interfered with or misused.

JOB TITLE: Business Advisor					
TEAM: Planning & Regeneration / Economic Development	GRADE: 6	ALLOWANCE: N/A	PERMANENT YES	WEEKLY HOURS: 37 Usually worked between MON-FRI 8:30am-5pm	
CRITERIA FOR SELECTION: (Justifiable as necessary for safe and effective performance)	ESSENTIAL REQUIREMENTS: (A clear definition of the necessary criteria)		ADDITIONAL/USEFUL REQUIREMENTS (Where available, elements that contribute to improved/immediate performance in the job)		
Qualifications	Relevant Degree (E.g. Business Management) or be able to demonstrate equivalent experience and aptitude.	E/I/A	Membership of a appropriate professional body Business related experience On-going Commitment to CPD Premier Business Advisor or Equivalent		E/A I/A E/I/A
Experience	Experience of working with private sector business owners both individually and in groups Customer liaison and service skills Use of Microsoft Office Experience in financial administration and budgeting Work to deadlines Business planning advice	E/I/A E/I/A I/A I/T/A I/T/A I/A I/A	Background of understanding rural business and a rural economy Use of CRM and purchasing system software Run own business Preparation of cases and applications for financial assistance Experience of partnership working		I A/I I I A/I
Personality	Confident, articulate, enthusiastic, Good team player, reliable, self-motivated, comfortable with taking the initiative if required	I	Creativity to develop innovative ideas and solutions		
Skills	Excellent written and verbal communications skills Record keeping / organisation skills Good customer relationship skills Able to deliver advice to small and medium sized businesses Ability to work collaboratively with other agencies, partners and key stakeholders. Flexible approach to work duties	I/T/A I I I/T I/T I/T			

		Works well independently and as part of a team Intermediate Microsoft Word, Excel and Outlook	I/T I/T/A		
Other		Able to work outside normal working hours on occasion	I		
Application Legend	A=Application Form	I=Interview	T=Test/Assessment	E=Evidence	