



Coventry City Council

Job Description

Job Title:	Business Development Advisor	Job Number:	D2684D
Directorate:	Economy and Community	Post Number:	Various
Services:		Grade:	8
Location:	CC4		

Job Purpose:

1. To work with businesses and local and sub-regional partners to develop growth strategies, support programmes and flagship projects that will make the city a more attractive place for investment.
2. Through the development of an excellent knowledge of investment issues, to support the team's work in:
 - Gaining external funds for business related projects and programmes
 - Assisting businesses to invest by facilitating access to grants and loans
 - Building the city's overall reputation for investment
 - Proactively supporting business enquiries

Main Duties and Responsibilities:

1. To work with local and sub-regional partners and businesses to build an expert knowledge of the business development and investment issues associated with priority sectors.
2. To develop investment and business support strategies to make the Coventry and Warwickshire sub region a more competitive location for investment.
3. To influence and contribute to the work of the Coventry and Warwickshire Local Enterprise Partnership
4. Partnership
5. To develop partnership strategies and implement innovative programmes and flagship projects that increase the competitiveness of the Coventry and Warwickshire area and therefore underpin it as a preferred location for investment.
6. To work with UKTI and others to attract and secure investment and to develop international
7. Trade
8. To support the team and partners in bidding for external resources from government and
9. Europe to deliver high profile projects and programmes.
10. To develop strategies for businesses to work collaboratively to enter and grow new markets.
11. This will include supporting business forums and engaging with universities to share

knowledge and develop technologies.

12. To manage programmes, taking responsibility for finance and outcomes

13. To work with individual investors to secure investment in the city

14. To lead the Council's promotional and marketing work to increase the reputation and profile of

15. the city as a excellent place for investment

16. To represent the City Council on matters concerning business investment and to network with

17. local, regional and national stakeholders

18. Any other duties and responsibilities within the range of the salary grade.

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Workforce Diversity and Inclusion Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Responsible for:	N/A	Responsible to:	Business Support Manager or Economy and Jobs Manager
Date Reviewed:	April 2021	Updated:	February 15



Coventry City Council

Person Specification

Job Title:	Business Development Advisor	Job Number:	D2684D
Directorate:	Economy and Community	Post Number:	Various
Services:		Grade:	8
Location:	CC4		

Area	Description
------	-------------

Knowledge:	An excellent knowledge of the factors influencing businesses when they make development and investment decisions.
	Knowledge of the strategies of national, regional and local partners which are engaged in business development and growth.
	Knowledge of marketing and promotional strategies and/or knowledge of business financial systems.

Skills and Abilities:	Ability to work in partnership with public and private sector organisations at a senior level to develop shared objectives.
	Ability to build commitment to and deliver innovative programmes that may require the support of a range of partners if they are to be successful
	Excellent creativity and problem solving skills
	Excellent presentational and written communication skills and good IT skills
	Ability to manage programmes, finances and outcomes
	Ability to think and operate systematically, manage personal time and priorities, and work flexibly
	Ability to create and deliver marketing plans

Experience:	Good experience of managing senior level relationships in a range of environments.
	Detailed experience of working effectively with both public and private sector agencies to realise business development and investment.
	In depth experience of business development needs, business collaboration opportunities and development programmes.
	Experience of working in a multi-cultural environment and in disadvantaged communities

Educational:	Educated to degree level or an equivalent mix of qualifications and experience, plus significant experience of business support activity or senior business management experience.
---------------------	--

Special Requirements:	Able to work occasional early mornings, evenings and weekends
	Ability to travel nationally and occasionally internationally

Date Reviewed:	April 2021	Updated:	February 15
-----------------------	------------	-----------------	-------------