



Coventry City Council

## Job Description

<b>Job Title:</b>	Business Development Manager	<b>Job Number:</b>	D2868D
<b>Services:</b>	Economic Development Service	<b>Post Number:</b>	TBC
<b>Location:</b>	One Friargate	<b>Grade:</b>	9

### Our values:

We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation.

### Job Purpose:

To contribute to the delivery of the City Council's Economic Growth & Prosperity Strategy by developing and managing a customer focused, high quality and value for money set of enterprise services designed to stimulate local economic growth. This set of services requires building relationships with and working with local businesses, partners, government and other key stakeholders to encourage and facilitate investment and employment growth in the City

### Main Duties and Responsibilities:

1. Lead the development, design and delivery of the Business Support, Inward Investment, Skills, Programme Management and Project Development Services as required to ensure that the local business investment and employment growth is maximised. Develop initiatives which support and exploit the opportunities provided by major projects in the city, existing employers and new employment opportunities.
2. Maintain a detailed understanding of national, regional, sub-regional policies and priorities in economic development. Advise and translate this into local policy priorities. Where appropriate lead the City Council's input to the development of national, regional and sub-regional employment and business related policies.
3. Lead the development of the City Council's policy and design new innovative services, with partners as appropriate to encourage business investment and employment growth. E.g. through the Economic Growth & Prosperity Strategy, CWLEP Strategic Economic Plan and WMCA Economic Plan.
4. Liaise with and advise senior managers and elected members on local economic growth issues. Write briefing notes, cabinet reports and produce and deliver presentations where appropriate, present reports at cabinet member and partnership board meetings as appropriate.
5. Develop long-term strategic relationships with key partners who can assist in the delivery of Coventry's Economic Growth & Prosperity Strategy, to identify local needs, gaps in provision and develop new service responses. Partners include: Chamber of Commerce, Local Enterprise Partnership and Growth Hub, Warwickshire County Council, local Districts and Boroughs, local Universities and knowledge centres, and the private sector and colleagues across the West Midlands Combined Authority and Midlands Engine

6. Be a leader the Economic Development Service. Take responsibility for recruitment, personal development and management of individuals. Motivate, deploy and guide the team to provide a flexible and effective service, which achieves agreed outcomes.
7. Responsible for overseeing the effective financial management for the Economic Development Service budgets (financial responsibility £10m-£60m 3-year period) in accordance with Council, partner, Government and European funding regimes. This includes responsibility for managing expenditure within budgets, establishing robust financial processes to ensure resources are deployed and managed effectively to deliver outcomes set; and all systems are robust and can withstand the rigours of internal and external audits.
8. Lead on ensuring grant schemes available to investing businesses are delivered appropriately and in accordance contractual obligations. Lead on the team's appraisal procedures and represent the team at the multi-agency grant approvals panel.
9. Negotiate contracts with external providers where the City Council is providing a service to them or where a third party is providing a service to the City Council. To effectively manage the delivery of services through contracts and agreements.
10. Identify opportunities for external resources or income generation which will deliver local economic growth. Lead or work jointly with partners to secure resources as appropriate.
11. Manage the performance of the Service Area - developing and using performance data to measure and report on the performance and impact of the service, and to actively contribute to the continuous improvement of the service. Lead on ensuring the Service gathers customer feedback that influences the on-going improvement of the service.
12. With other senior managers develop the City Council's Economic Growth & Prosperity strategy.
13. Promote the achievement of equality of access in service delivery and equality of opportunity in employment and progression.
14. Represent the Head of Economic Development as appropriate and positively contribute to divisional and directorate management teams as required.

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.

<b>Responsible for:</b>	Programme Development Managers, Business Development Advisors, Business Development Officers, Skills for Growth Manager, Investment & International and Trade Manager <i>(The number of reports to this role will increase depending on the level of external funding secured)</i>	<b>Responsible to:</b>	Head of Economic Development
<b>Date Reviewed:</b>	June 2019	<b>Updated:</b>	December 2021



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## Person Specification

<b>Job Title:</b>	Business Development Manager	<b>Job Number:</b>	D2868D
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<b>Location:</b>	One Friargate	<b>Grade:</b>	9

Area	Description
<b>Knowledge:</b>	<ul style="list-style-type: none"><li>• Extensive knowledge of current economic development policy, resourcing and challenges issues.</li><li>• A good working knowledge of the processes around external grant resources and service contracts – bidding, management, evidencing and evaluation.</li><li>• Detailed knowledge of performance measurement, continuous improvement and evaluation of public facing services</li></ul>
<b>Skills and Abilities:</b>	<ul style="list-style-type: none"><li>• Effective leadership and people management skills - able to lead and motivate a team and work effectively to achieve continuous improvement.</li><li>• Excellent networking and partnership skills. Able to influence and negotiate outcomes, work collaboratively with others to achieve shared goals, nurture new working relationships and partnerships.</li><li>• Effective communication and interpersonal skills to address a variety of circumstances and audiences – presentational, written and verbal.</li><li>• Able to secure, plan and deploy financial resources within a complex and dynamic environment.</li><li>• Creative, innovative, and research skills, to be able to design new services, devise systems for recording and analysing data and managing performance.</li><li>• Excellent project management skills.</li><li>• Able to manage priorities and meet deadlines.</li></ul>
<b>Experience:</b>	<ul style="list-style-type: none"><li>• Leading, motivating and managing a team of people to achieve results.</li><li>• Managing major complex projects and programmes in partnership with stakeholders, to achieve desired outcomes.</li><li>• Developing and delivering business and resource plans in a complex environment. Securing external resources for delivery of services.</li><li>• Developing and delivering complex economic development projects</li><li>• Working collaboratively with private, public and voluntary, sectors to deliver client led initiatives aimed at tackling economic inactivity and/or developing local economic growth.</li><li>• Negotiating with and influencing partners, government, funders and client groups.</li></ul>
<b>Educational:</b>	<ul style="list-style-type: none"><li>• A post-graduate degree in economics or a related field; plus qualifications and/or 5 years' experience in the operation of economic development projects, programmes and business planning.</li></ul>
<b>Special Requirements</b>	<ul style="list-style-type: none"><li>• Occasional evening and weekend working</li></ul>

<b>Date Reviewed:</b>	January 2018	<b>Updated:</b>	December 2021
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## Behaviour Competencies

<b>Job Title:</b>	Business Development Manager	<b>Job Number:</b>	D2868D
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Behaviours are about **how** we work every day. So whether we're making big budget decisions or picking up rubbish from the streets, our outlined behaviours will help us know what's expected of us and guide us to delivering the very best for people of Coventry.

These behaviours are embedded into everyday processes and we look to recruit the right people who have the right behaviours. So if you are passionate about *delivering good customer service*; if you enjoy *working together* with others and believe in *being adaptable*; if you are someone who is *always improving*, capable of *leading people* and approaches all tasks with a *strategic perspective*, Coventry City Council might be the right place for you.

You can find more about our behavioural framework [here](#).

Below are the core and additional behaviours for this job role with the expected level of attainment

Type	Behaviours	Expected Level
<b>Core Behaviours</b>	Delivering good customer service	4
	Being Adaptable	4
	Always Improving	4
	Working Together	5
	Leading People	4
	Having a Strategic Perspective	4
<b>Additional Behaviours</b>	Making the Right Decisions	4

	Building Support	5
	Developing People	5