



Role Profile

BUSINESS START-UP ADVISER – BUSINESS GATEWAY FIFE

Reference No.	I646.01	Type	Individual
Service	Business Gateway Fife Ltd (FC ALEO)		
Job Family	Professional 1	Grade	FC7

Purpose

To provide a range of high quality business start-up advice and support to individuals considering self-employment or starting a new business in Fife.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Providing support, advice and aftercare to individuals considering self-employment or starting a business in Fife.	Qualified to SCQF Level 9 (Degree level or equivalent) in a relevant discipline (e.g. Business, Economics) or equivalent current relevant experience.	✓	
Developing and implementing an action plan for business start-up clients in line with their aspirations and business aims.	To hold, or be prepared to work toward, Premier Advisor accreditation (Diploma in Business Advice and Counselling) (Deliver Results - – see 'How We Work Matters' Framework)	✓	

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Acting as a one stop shop for entrepreneurs and start-up businesses navigating Council services, making access to Council services easier and reducing blockages/confusion.	Membership of the IED, EDAS or other professional body (Focus on Customers)		✓
Leading the delivery of support to entrepreneurs and start-up businesses from external providers, understanding the whole support offering in Fife/Scotland and introducing this to businesses in line with their aims.	Experience of Account Management within a commercial context (Take Ownership)	✓	
Identifying, progressing and evaluating business support opportunities and programmes, including sourcing external funding and liaising with banks and other intermediaries.	Knowledge of issues associated with starting a business	✓	
Supporting and advising entrepreneurs and start-up businesses with the application process required to access certain types of support (e.g. grants/loans).	Experience of developing stakeholder relationships.	✓	
Utilising technology such as Business Gateway's Planning to Start online tool to improve availability and ease of access to business support services.	Experience and knowledge of developing and implementing a business start-up action plan (Embrace Technology & Information)	✓	
Developing stakeholder relationships with local and national partners/professional services to help drive the effectiveness of business support in Fife.	Experience of delivering outcomes in a multi-agency and organisational context (Work Together)		✓
Maintaining effective records of all supported businesses via the national Business Gateway Customer Relationship Management system and local data recording solutions.	Understanding of interventions available to help support business start-ups	✓	
Assisting with marketing, and promoting the aims of, the Council's business and economic development support programmes.	Knowledge of funding mechanisms for business	✓	
	Knowledge of the key business sectors and business support providers in Fife.		✓

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	Ability to influence at a senior level	✓	
	Networking and organisational skills.	✓	
	Decision making skills	✓	
	Verbal and written communication skills	✓	
	Able to work under pressure and to tight timescales	✓	
	Ability to deliver presentations to a wide audience		✓
	Attention to detail	✓	
	Knowledge of business management systems		✓
	Ability to travel throughout Fife, including locations not well-served by public transport.	✓	
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required				
Type of Protection of Vulnerable Groups (PVG) or other Disclosure check (choose only one).	PVG Children <input type="checkbox"/>	PVG Protected Adults <input type="checkbox"/>	PVG Both <input type="checkbox"/>	None <input checked="" type="checkbox"/>
	Basic Disclosure <input type="checkbox"/>	Standard Disclosure <input type="checkbox"/>	Enhanced Disclosure <input type="checkbox"/>	

E = Essential Criteria D = Desirable Criteria

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Additional Information – the following information is available:

- Skills Framework (if applicable)
- **How** we work matters

Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:

- Take Ownership
- Focus on Customers
- Work Together
- Embrace Technology & Information
- Deliver Results