



Role Profile

Enterprise & Business Development Manager			
Reference No.	A4506	Type	Individual
Service	Economy, Planning and Employability		
Job Family	Team Manager 3	Grade	FC10

Purpose
<p>To undertake the planning and implementation of a wide range of Economic and Business Development support for businesses throughout Fife, directly or in partnership with other public and private sector partners.</p> <p>To support other economic and business development initiatives undertaken by the Economic development team on a Fife wide basis as required and to contribute to the overall objectives of Fife Economy Strategy.</p>

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
Planning and implementing a wide range of Economic and business support services for businesses in Fife, directly or in partnership with other public and private sector partners.	<p>Educated to SCQF level 9, which includes a Degree or equivalent in a relevant subject such as Economics or Business Administration</p> <p>Additional relevant Degree/Diploma</p> <p>Full membership of related professional body such as IED, RTPI, RCIS or CIM</p>	<p>✓</p> <p>✓</p>	<p>✓</p>
Working with the Service Manager to produce operational project delivery and action plans; work to agreed timescales, including detailed preparation of individual event plans and funding bids, as required.	<p>Dealing with private sector, consultants and members of the public (Focus on Customers – See How We Work Matters Framework)</p> <p>Communication skills both written and verbal</p>	<p>✓</p> <p>✓</p>	

E = Essential Criteria D = Desirable Criteria

Role Profile

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
	Problem solving skills		✓
Supporting the Service Manager in the delivery of actions arising from the Fife Economy Partnership Innovation & Internationalisation Groups.	Ability to work as part of a team or individually	✓	
	Able to work with minimal supervision	✓	
Acting as first point of contact for companies interested in developing and growing their business in Fife. Establishing relationship management protocols in accordance with agreed customer engagement policies.	Leadership and co-ordination skills (Working together)	✓	
	Relevant experience in economic/ business development or marketing	✓	
Delivering advice and support to businesses, specific to business Innovation, capacity building, product and/or service improvements to increase efficiency and/or productivity.	Dealing with sensitive issues on a private and confidential basis	✓	
Recording and monitoring activity and performance against agreed targets.	Knowledge and understanding of political awareness and sensitivity within context of Central and local government	✓	
Preparing and implementing project briefs and delivery plans for a wide range of enterprise and business development activities.	Experience of Prince2 and Hydra training		✓
	Report writing, taking notes of complex meetings Event organisation and management	✓	
	Ability to co-ordinate multi-disciplinary project implementation teams		✓
Ensuring a diligent project management and adherence to delivery timescales at all times, applying PRINCE 2 principles, where appropriate.	Negotiating and influencing skills (Deliver results)	✓	
	Experience of working to deadlines and in a disciplined manner	✓	
	Time management skills	✓	
Undertaking research, collate and analyse statistical data, maps, and other economic intelligence related to economic and business development activity in Fife.	IT Skills (Embrace technology and information)	✓	
	Experience of various Microsoft packages		✓

E = Essential Criteria D = Desirable Criteria

Role Profile

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
	Experience and ability to undertake research and analysis of economic data (Take ownership)	✓	
Managing a small team of staff (internally) to deliver a range of enterprise and business development programmes and services.	Leadership and Management skills	✓	
Identifying and showcasing high quality case studies and preparing information to be utilised in press articles for use across all Fife Economic Development business media channels.	An understanding of Best Value and Customer oriented working practices	✓	
	Presentation skills	✓	
Managing delivery of the Business Gateway contract in Fife and preparation of Service Level Agreement.	Contract management skills	✓	
Undertaking the management and monitoring of the Business Development budget including the Business Gateway contract; Gateway; other enterprise and business development budgets, and ERDF funds, in excess of £2mill. p.a.	Financial management and monitoring skills	✓	
Providing advice and guidance in relation to staffing and strategic matters, to the Senior Growth Adviser and reporting to the board of BG Fife on the delivery and strategic development of Business Gateway services in Fife.			
Leading on employer engagement and raising awareness regarding the introduction of Industry 4.0 and its adoption and implementation by Fife businesses, jointly with Scottish Manufacturing Advisory Service (SMAS) and other partner agencies.	Knowledge & understanding of economic and technology issues		✓
Working with higher education colleagues to stimulate knowledge transfer and open innovation between businesses and academic experts.	Networking skills (Work together)	✓	
Working closely with Business Gateway Fife and Scottish Enterprise Advisory teams to direct client referrals for 1-2-1 business advice.			
Co-ordinating the development and delivery of Fife wide campaigns and events to promote enterprise and business development, jointly with key local and national partners.	Organisational, marketing and communication skills	✓	

Role Profile

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
Undertaking sector specific approaches to delivery and development of services in line with economic strategy priorities.			
Identifying and showcasing high quality case studies and press features to be used across all Fife Economic Development business media channels.			
Record and monitor activity and performance using Target Dashboard and prepare briefs as and when required.	Data management, analysis and monitoring skills		✓
Representing Fife Council on various regional and national bodies as required (e.g. – SLAED, Business Gateway National Board (CoSLA)).			
Undertake any other work, as directed by the Service manager Economic Development, as may be reasonably requested.			
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:

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

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required

Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.

Role Profile

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