



JOB DESCRIPTION

1. **Job Title:** **Inward Investment and Innovation Co-ordinator**
2. **Reports to:** **Corporate Manager Economy and Business**
3. **Responsible for:** **No direct reporting staff, however will manage contract staff and project teams**
4. **Grade:** **6**

Introduction

The Inward Investment and Innovation Co-ordinator is a new role, which is intended to support the emerging Corporate priorities around Economy and Business. The role will seek to promote the opportunities in both Districts to businesses looking to relocate into Suffolk and develop strategies and actions which support this ambition. The role will also strengthen engagement with businesses already in the Districts to support high value job creation and rapid business growth, particularly in identified key sectors.

All team members will be expected to demonstrate their commitment to the values and organisational behaviours.

Individuals will be expected to take responsibility for their own continuous development, engaging in a range of activity including horizon scanning, networking, training and updating in a variety of forms/formats.

MAIN JOB PURPOSE:

- a) To generate inward investment from supporting the growth of existing businesses in the districts and attracting new businesses from out of district through a range of initiatives including place promotion.
- b) To deliver a strong programme of business engagement which can support the business health, growth and value added in the Districts and support wider sector growth, recognising that such a programme must take into account the high proportion of SME businesses.
- c) Work with a range of partners and stakeholders to successfully deliver inward investment and business support to meet corporate plan outcomes.

- d) To pro-actively seek opportunities to support the inward investment programmes and business engagement in the Districts, including external funding and financing models, regional partnerships, and as appropriate national initiatives
- e) Provide general support, advice and information to businesses, local communities and other key stakeholders which support economic growth in the Districts.

DUTIES AND RESPONSIBILITIES:

- a) To develop a programme of inward investment measures which can be used to support existing businesses in the Districts, including business support programmes, place promotion, signposting and access to business growth opportunities
- b) To develop an external facing inward investment campaign for Babergh and Mid Suffolk which seeks to target new businesses to the Districts, including place marketing initiatives, place branding and web access, and site specific attractors
- c) To develop and maintain a proactive programme of business engagement to monitor business aspiration, performance and growth needs and work with partners and stakeholders to ensure business support packages are fit for purpose and delivering what businesses need to grow and be successful
- d) To lead on the delivery of better broadband for all businesses in the district including securing ultrafast connectivity for Sudbury and Stowmarket initially with a rollout programme for other key areas in the District
- e) To lead on the delivery of key outcomes from the Enterprise Zones within the Districts, working with a range of developers, consultants, local partners and stakeholders to ensure that the maximum economic growth outputs are secured from these areas.
- f) Develop concepts for new projects and initiatives which support the growth of inward investment or business growth in the Districts. Take responsibility for moving approved ideas and concepts through feasibility, business case and delivery phases, managing all budgets, reporting and promotional/marketing campaigns required.
- g) Provide general support, advice and information to businesses as required and work across other Council services but in particular Assets and Communities, to support economic growth corporate priorities
- h) Ensure all inward investment and business engagement feeds into wider local and regional work being led by other private and public sector partners. Provide information on initiative in our districts which can

support wider promotion of Suffolk and East Anglia as a place to live, work and invest.

- i) Identify sources, prepare and support Council and partner/stakeholder funding bids as required
- j) Work closely with the wider Economy and Regeneration team to deliver key Corporate economic priorities and present projects, programmes and initiatives to AD for Economy and regen or SLT or Portfolio Holders as requested

Relationship Management:

Working across both district councils:

- a) Accountable to the Corporate Manager for Economy and Business
- b) Members from both councils
- c) Partners and stakeholders including government departments such as DIT.
- d) Professional and regulatory bodies
- e) Professional/ job related networks at local and regional levels
- f) Communities, directly or through teams, projects etc

This post will be required to work corporately and collaboratively within its own service and across all other service areas in order to achieve the specific deliverables, but will have particular key relationships with the local business community, partners and funders, other local authorities

Additional information

- a) Does this job require a DBS check? No
- b) This post will be required to work corporately and collaboratively within its own service and all other service areas but will have particularly strong linkage with Assets, Planning Policy, Strategic Housing, Development Management, Building Control, Licensing, Environmental Health, Legal and Communities.
- c) The post holder will work closely with external contacts and organisations such as land owners, agents, developers, Town Teams and steering groups, Town and Parish Councils, Departments within District/County Councils, LEAs, Enterprise Agencies and other business support services.

PERSON SPECIFICATION

The Person Specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively.

REQUIREMENTS The postholder must be able to demonstrate:	MEASURED BY: A Application form I Interview T/P Test/Presentation
EDUCATION/TRAINING <i>(Academic, vocational/professional and other training)</i>	
Relevant Qualification at NVQ4/degree plus extended relevant post qualification experience in specialist area, or equivalent knowledge gained from experience.	A/I
Professional training in a related subject or demonstration of appropriate experience gained in a similar working environment.	A/I
KNOWLEDGE & EXPERIENCE <i>(e.g. report writing, office experience, Microsoft office)</i>	
Considerable breadth of experience working with businesses, investors, developers to gain knowledge of inward investment processes.	A/I
Knowledge of local property markets - levels of rents, demand and supply, etc.	A/I
Experience of working with medium and large size businesses and working with SME's.	A/I
Experience of dealing with a wide range of partners, consultants and key stakeholders.	A/I
Knowledge of Enterprise Zones and understanding of key benefits/criteria.	A/I
Evidence of working with funders and securing funding for projects Working at a regional level.	A/I
Understanding of land and property transactions.	A/I
Experience of monitoring and managing specific budgets	A/I
Experience of delivering successfully programmes of work	A/I
SKILLS/ATTRIBUTES <i>(e.g. communication, interpersonal, decision-making, problem-solving, team player, reliable)</i>	
Delivery focused skills – ability to meet timescales, meet tight budgets and maintain a strong communication and engagement lead.	A/I
Ability to take a lead in business negotiations.	A/I
Excellent communication skills including the ability to provide advice and guidance to the business community.	A/I

Ability to lead programmes of work and project management skills are required.	A/I
Ability to work alongside partners/stakeholders.	A/I
Ability to work on own initiative and act independently to deliver council outcomes.	A/I
Ability to understand and adhere to confidentiality as required in certain circumstances.	A/I
BEHAVIOURS	
Behaviours will be tested at interview against the Council's values (further detail below)	
Empowering, valuing and developing our people	I/TP
Valuing our customers	I/TP
Being open and honest	I/TP
Taking ownership	I/TP
Being ambitious	I/TP
EQUALITY AND DIVERSITY	
Considers and shows respect for the opinions, circumstances and feelings of colleagues and members of the public, no matter what their position, background, circumstances, status, appearance and whether they are one of the protected characteristics covered by the Equality Act 2010 (Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex or Sexual Orientation).	A/I

Our Values

...we believe in

OUR CUSTOMERS

BEING AMBITIOUS

TAKING OWNERSHIP

BEING OPEN and HONEST

OUR PEOPLE



We empower, value and develop our people to work together as one dynamic and efficient team.	We care about delivering high quality, customer-focused outcomes with our communities and partners.	We are open, transparent and truthful.	We take pride in our work and take responsibility for our actions.	We are ambitious, inspiring our communities, taking pride in our places and striving for excellence.
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