**LONDON BOROUGH OF LEWISHAM**

**JOB DESCRIPTION**

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| Designation: |  Principal Business Development Officer | Grade: | PO5 |
| Reports to (Designation): | Business Partnerships and Engagement Manager | Grade: | PO7 |
| Directorate: | Housing, Regeneration and Public Realm | Section: | Economy Jobs and Partnerships |

**Main Purpose of the job:**

To further develop the capacity of key industry growth sectors and their contribution to the sustainable and inclusive regeneration of the borough

To act as the advocate and promoter of growth builders/high growth businesses and industry growth sectors in Lewisham.

To develop, monitor and implement industry-specific recovery and growth strategies in partnership with colleagues from across the wider Economy, Jobs and Partnership Team, to help to build Lewisham’s business mix, business infrastructure and the resilience in the local economy.

Keep up to date with new and emerging funding streams, develop and manage the implementation of various business and inward investment projects within emerging and current multi-agency programmes, supporting the Business Partnership and Engagement Manager where applicable.

To work closely with the Town Centre Growth Manager to contribute to the development of high streets activation in the borough, including the development and implementation of plans for “Meanwhile Use” and night time and evening economy.

Capacity build support for business support networks. To provide a bridge between key business networks and other services areas of the council, identifying and supporting collaboration and business friendly practices across different council service areas.

Summary of Responsibilities and Personal Duties:

1. To contribute towards the creation, implementation and monitoring of economic plans and strategies with particular regard to the capacity of key industry sectors and the economic regeneration of the borough.
2. To lead on the development and delivery of industry-specific recovery and growth strategies for Lewisham. To develop new approaches for business support and engagement to facilitate growth builders/high growth businesses’ sustainability and acceleration in the borough. Encompassing partnership development, undertaking bidding for funding, procurement, programme and project set-up, day to day operational and contract management.
3. Lead, support and assist with the expansion of affordable and flexible workspace development in the borough.
4. To support the Small Business & Enterprise Officer with the development of the Lewisham Business Support forum, to help with coordinating and shaping the provision of business information, advice, guidance, and support services delivered by internal and external services across the borough.
5. To work with the Town Centre Growth Manager on the development of a high streets activation in the borough, such as the development and implementation of a “Meanwhile Use” strategy, “Hyper local” schemes, growth of evening and night time economy, etc...
6. To support the building of a comprehensive data base to allow quick contact to target appropriate messages to relevant groups
7. Full project lifecycle and contract management of a portfolio of programme and projects concurrently and of varying scale, value and complexity; from external and internal resources targeted at providing support for business.
8. To facilitate with partner bodies joint working, bidding and delivery opportunities in pursuit of the Council’s enterprise and business development goals.
9. To manage any Council or externally funded projects allocated by the line manager. To resolve to the Councils satisfaction conflict between contractors and the Council in the delivery of services.
10. To represent the Council on various cross borough and local partnership groups, and with senior officers from key partner agencies.
11. To be responsible for a programme of area initiatives with the objective of involving the borough’s diverse communities in economic regeneration.
12. To develop and maintain cross Council working relationships with Officers in other Directorates to support the efficient delivery of corporate business development goals, promote good use of service, research and evaluation data.
13. To be responsible for undertaking and commissioning research and evaluation projects, liaising with partners and negotiating with consultants.
14. To amend existing procedures in relation to the Council’s business and enterprise services, to comply with changing legislation and to fit evolving needs
15. Promote Lewisham as a location for new and expanding independent, growth and workspace businesses, through a variety of promotional processes
16. To undertake any additional activities allocated by the line manager and commensurate with the grade.
17. To carry out the duties of the post with due regard to the Council’s Equal Opportunity and Health and Safety policies.

Internal Contacts: These include Councilors, Executive Directors, Heads of Service, and senior managers across Regeneration, Planning and Asset management services, and other council services

External Contacts: This will include Greater London Authority, London Councils, , contractors at senior levels, Chamber of Commerce, Federation of Small Businesses, representatives of Government departments.

To carry out the duties of the post with due regard to the Council’s relevant codes and procedures.

All employees are required to participate in the Performance Evaluation Scheme (PES) and to undertake appropriate training and development identified to enhance their work.

Undertake other duties, commensurate with the grade, as may reasonably be required.

Consideration will be given to restructuring the duties of this post for a disabled postholder

## THIS JOB DESCRIPTION MAY NEED TO BE AMENDED BY THE DIRECTORATE TO MEET THE CHANGING NEEDS OF THE SERVICE.

Number of fully managed staff: **0**

Number of partially managed staff:

Management of consultants and contractors engaged on Economic Development Projects

PERSON SPECIFICATION

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Note to Candidates

The Person Specification is a picture of the skills, knowledge and experience needed to carry out the job. It has been used to draw up the advert and will also be used in the shortlisting and interview process for this post.

Those categories marked 'S' will be used especially for the purpose of shortlisting.

If you are a disabled person, but are unable to meet some of the job requirements specifically because of your disability, please address this in your application. If you meet all the other criteria you will be shortlisted and we will explore jointly with you if there are ways in which the job can be changed to enable you to meet the requirements.

Equal opportunities

* Commitment to implement the Council’s equal opportunities policies.
* Ability to reflect equality of opportunity within the management of the service and the delivery of services to clients **S**

Knowledge

* Extensive knowledge of current business development practices, legislation, strategies and policy S
* Extensive knowledge of policies and concepts in economic regeneration and sustainable development
* Knowledge of local government – how it works and the major challenges it faces.
* Thorough knowledge of external funding streams which support business support and development **S**
* In depth knowledge of project and contract management
* Extensive knowledge of community and area development.
* Knowledge of the economic context in Lewisham and London, especially in relation to business and enterprise. **S**

Aptitude

* To work within a high profile and often pressured environment
* To effectively plan and priorities a varied and heavy workload and to maintain the quality of service to customers and achievement of service targets **S**
* To create and maintain effective partnership relationships within the Council including senior officers and council members as well as across the public, voluntary and private sector agencies **S**
* To be a creative problem solver
* To interpret Government and local policies into tangible programmes and actions with multi-agency support
* To work on own initiative and to motivate others in achieving core service goals.

Skills

* Excellent verbal and written communications skills
* IT skills, including Microsoft Word, Excel and PowerPoint
* Advanced negotiation and persuasion and influencing skills
* Financial and budget management **S**
* Strong programme and project management skills **S**
* Excellent organisational skills.
* Able to learn new skills through experience.

Experience

* Substantial experience of business support and growth services.
* Experience developing and maintaining external partnerships across a variety of public, voluntary and private sector agencies
* Significant experience of project management
* Experience of writing successful bids for external funds in support of service aims
* Extensive experience of managing complex budgets
* Experience of managing external suppliers to achieve agreed outcomes and best value.
* Experience of influencing colleagues to achieve agreed outcomes and best value. **S**

General Education

* High level of literacy and numeracy**. S**

Personal qualities

* Ability to lead and motivate others within the team **S**
* To have excellent interpersonal skills
* Commitment to own professional and personal development.
* Able to form productive relationships with people at all levels. **S**
* Calm under pressure.
* Flexible and prepared to embrace change.
* Effective self-management including time management.
* Customer focus. **S**

Circumstances

* Able to work and attend meetings outside normal working hours as and when required. **S**

Physical

* Generally candidates must meet the standard Lewisham requirements for the post

DBS Disclosure Required? **No**

~~Basic~~

 ~~Enhanced~~

(Tick as appropriate – guidance available from your HR Advisor)