



TEES VALLEY
COMBINED
AUTHORITY

TEES VALLEY MAYOR

APPLICATION FOR EMPLOYMENT

Thank you for the interest you have shown in the vacancies within Tees Valley Combined Authority.

Completed forms can be e-mailed to recruitment@xentrall.org.uk or posted to **Xentrall Recruitment Services, PO Box 891, Stockton on Tees, TS19 1JT**, marking the envelope in the top left hand corner with the post reference number.

In accordance with our recruitment procedures, your application will only be considered if it is received on or before the closing date as shown in the advertisement.

In the interests of economy, applications received via the post are not automatically acknowledged. If you require confirmation that your application has been received please enclose a stamped addressed envelope or telephone 01642 526992.

If you have not been contacted within 4 weeks of the closing date for receipt of applications, please assume that on this occasion your application has not been successful.

Business Investment Manager

Vacancy ID: 010636

Salary: £33,799 - £35,934 Annually

Closing Date: 01/12/2019

Benefits & Grade

Grade L

Contract Details

Permanent

Contract Hours

37 hours per week

Job Description

Tees Valley is where five distinct boroughs come together to make one exceptional destination in which to invest, live, work and visit.

The Tees Valley Combined Authority has made huge progress since its creation over two years ago, taking on devolved responsibilities from Government for transport, infrastructure, skills, business investment, and developing local collaborations on culture, tourism and housing.

These powers are backed up by substantial funding, a ten-year plan (approved in 2019) outlines how £588million worth of spending will support the creation of 16,785 jobs and an additional £1.48billion to the area's economic output.

The investment plan, which supports the delivery of the Combined Authority's Strategic Economic Plan was first launched in 2017 and includes £20million for a major transformational project in each of the five local authority boroughs, and an indigenous Growth Fund of £50million to improve and revitalise towns and communities.

We're proud of our historical impact across the globe - from celebrated explorers and introducing the first passenger railway to providing the steel that built the modern world.

That legacy lives on today in the area's rail and engineering industries, our deep-sea port and advanced manufacturing heart. Tees Valley is also a dynamic business location for digital and creative technologies, and a leading destination for process industry and new energy companies.

We love our diverse region, the five boroughs and their unique strengths that make Tees Valley greater than the sum of its parts, where the industrial skyline impressively frames rolling green landscapes and beautiful coastlines. A place of cultural and economic growth.

The Business Investment team leads on Inward Investment enquiries into Tees Valley, working in collaboration with our Local Authority partners, and provides business support to assist with the growth of existing companies already located in the area.

This post is specifically focussed on the team's inward investment activities and will be responsible for dealing with business enquiries from potential new investors. The postholder will deal with companies from the UK and overseas and will account manage the relationship with these companies to influence their decision in favour of Tees Valley. The post holder will produce

bespoke responses for clients using their in-depth knowledge of the area's economy, business base, infrastructure and support programmes.

Working as part of the Business Investment team the role will support marketing and lead generation activities and provide intelligence and insight on key sectors, particularly within the Digital and Business & Professional Services sectors to internal colleagues and external stakeholders

For detailed information on this role, please refer to the Job Description and Person Specification. You can also visit it <https://teesvalley-ca.gov.uk/about/work-with-us/>

For a further informal discussion about this role, please contact John Leer, Senior Business Investment Manager, john.leer@teesvalley-ca.gov.uk.

An online application form and further information is available from www.stockton.gov.uk/job-vacancies/. Alternatively you can contact Xentrall Recruitment Services, Tel: (01642) 526992 or email recruitment@xentrall.org.uk

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JOB DESCRIPTION

Post Title: Business Investment Manager
Post Reference: TVCA 8
Grade: L
Responsible to: Senior Business Investment Manager

Job Purpose

- Manage a portfolio of inward investment enquiries, identifying client's requirements and producing bespoke responses to maximise the conversion of enquiries into successful investments.
- Provide a single point of contact for client's queries, responding either directly or through liaison with key public and private stakeholders.
- Developing and maintaining detailed sector knowledge aligned to Tees Valley Combined Authority's priority sectors, combined with in depth knowledge of the areas industrial base and infrastructure.
- Supporting the development of marketing material and lead generation activities through current and detailed sector knowledge, with a focus on the Digital and Professional & Business Services sectors.

Duties & Responsibilities

Inward Investment Enquiry Handling

- Account Manage a portfolio of Inward Investment clients.
- Provide bespoke responses to clients in order to positively influence their investment decision making in favour of Tees Valley.
- Identify appropriate sources of information to assist in client responses which includes market trends and sector intelligence, labour market, local sites, premises & infrastructure, supply chains, financial incentives and business support programmes.
- Provide assistance to clients to access information on financial incentive programmes and supporting them with their applications.
- Maintain contact with clients from initial enquiry through to successful investment.
- Review progress of enquiries, proposing action as necessary, and maintain records on the teams CRM system for future interrogation and reporting.

Partnership Working

- Lead the activities of regional and local partners in support of inward investment projects.
- Participate in regular meetings with the Local Authority Economic development teams to update on projects, business trends and developments across the Tees Valley.
- Develop and maintain close working relationships with key partners in Department for International Trade and Overseas Posts.
- Develop and maintain relationships with business support agencies.
- Develop and maintain relationships with senior management within the private sector to support inward investment activities and market intelligence gathering.
- Liaise with internal colleagues to support the wider activities of Tees Valley Combined Authority.

Marketing and PR

- Contribute to promotional activities, including assistance with the development of PR stories on new inward investment projects and development of case studies for use in future marketing campaigns.
- Participate in the development of marketing strategy and proposition development with a focus on the Digital and Professional & Business Services sectors.
- Participate in lead generation activities including supporting exhibitions at trade shows and conferences.

Management and Reporting

- Submit weekly progress reports and ensure data is accurate.
- Ensure that data is accurately entered and managed within the team's CRM and reporting systems.
- Provide the Senior Management Team with intelligence and insight in to global, national and local businesses sector growth.

Organisational Responsibilities

- Represent TVCA at national, regional, sub regional and local meetings as required; act as an Ambassador for the Tees Valley, promoting the interests of the sub region and raising the profile and reputation of the organisation.
- Deputise for the Senior Business Investment Manager as required.
- Ensure compliance with Corporate Governance procedures, procurement regulations and the Data Protection Act.

- Work flexibly and undertake such other duties and responsibilities commensurate with the grading and nature of the post.
- Undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post.
- Adhere to all policies, practices and procedures with regard to financial management, legal matters including procurement and those associated with the workforce including Health and Safety promoting employee engagement and ensuring good practice is in place.

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PERSON SPECIFICATION

Post Title: Business Investment Manager

| Qualifications and Experience | | | |
|-------------------------------------|---|--|------------------------------|
| Criteria | Essential | Desirable | Method of Assessment |
| Qualifications and Education | Graduate level qualification or the equivalent level of knowledge gained through substantial demonstrable direct work experience. | | Application and certificates |
| Experience | <p>Experience of identifying and appraising factors which influence corporate decision making.</p> <p>An understanding of business and economic drivers and company's attitudes to risks.</p> <p>Proven experience of account managing clients.</p> <p>Experience of assessing complex situations and providing bespoke solutions to clients.</p> <p>An understanding of the key sectors within Tees Valley and the opportunities for new private sector investment.</p> <p>Experience of the Digital sector's technologies, applications, emerging opportunities and how they relate to Tees Valley.</p> <p>Experience of the Professional & Business Service sector's trends and opportunities, and how they relate to Tees Valley.</p> | <p>Experience of working with both public and private sectors.</p> <p>Successful track record of supporting companies to submit funding applications.</p> <p>Experience of supporting the development of marketing campaigns and promotional material.</p> | Application and interview |

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|--------------------------------------|---|--|---------------------------|
| | <p>Knowledge of infrastructure in Tees Valley and its potential benefits to new investors.</p> <p>Familiarity with business support programmes and funding schemes</p> <p>Track record of achieving results on an individual basis.</p> | | |
| Skills and Abilities | <p>Ability to influence senior management at local, regional and national and international level.</p> <p>Ability to work sensitively with a range of key stakeholder organisations.</p> <p>Ability to develop effective relationships and networks to support clients</p> <p>Excellent written and presentation skills.</p> <p>Ability to integrate personal workload and priorities within the needs of a multi-disciplinary team</p> | | Application and interview |
| Personal Style and Behaviours | <p>Organised, highly motivated and dedicated to producing high quality work within tight timeframes.</p> <p>Ability to think widely and deal logically with problems.</p> <p>Ability to communicate with clients from various backgrounds.</p> <p>Enthusiastic, well-motivated and resourceful.</p> <p>Due to the role requiring frequent travel between venues across the Tees Valley and potentially the rest of the UK, a full driving licence required for this role.</p> | | Application and interview |

Conditions of Service

General

Conditions of service generally are those contained in the appropriate National Joint Council Schemes. The relevant Handbooks are available for reference in all departments.

Office Hours

The normal working week is 37 hours, from 8.30 a.m. to 5.00 p.m. (4.30p.m. on Friday). There is a flexible working hours scheme in operation.

Annual Leave

The basic annual leave entitlement is 26 days plus 8 public holidays. Employees with 5 years continuous service receive 31 days annual leave.

Sick Pay

Most employees are covered by the provisions of the nationally agreed sick pay schemes which allow periods of absence on half pay and full pay according to length of service.

Pension

You will automatically be entered into the Local Government Pension Scheme (LGPS) unless you choose to opt out. This is a contributory pension scheme and meets Government standards for automatic enrolment. If you do not opt out within three months of joining the LGPS, you will not be eligible to receive a refund of your contributions but will instead be given deferred benefits within the Scheme. If you decide to opt out of the Scheme your employment, earnings and age will be monitored in line with automatic enrolment guidelines.

Medical Examination

Before commencing your employment, you will need to complete a medical questionnaire and may be subject to a medical examination.

Probation

New entrants to Local Government will be required to complete a six month probationary period.

Equal Opportunities

The Authority is working towards an environment where all employees receive equal treatment regardless of gender or gender reassignment, marital or civil partnership status, sexual orientation, age, disability, race, religion or belief, social origin, pregnancy and maternity.

Job Sharing

A voluntary Job Sharing Scheme is in operation. Applications to job share are welcome and there is no requirement for you to apply with a partner.

Payment of Salaries

Salaries are paid monthly on the last working day of the month. All payments are made by credit transfer direct to a nominated bank or building society.

Smoking Policy

The Authority operates a No Smoking Policy.

Politically Restricted Posts

The Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 designate certain posts as politically restricted. If this is the case it will be detailed on the job description and means that you would be disqualified from being a member of a Local Authority, the House of Commons or of the European Parliament. Further information is available upon request.

Rehabilitation of Offenders Act 1974

Having a criminal record will not necessarily bar you from working for the Authority. This will depend on the nature of the post and the circumstances and background of your offence(s). To assist the Authority in determining the suitability of your employment, certain posts are subject to a DBS check. If this is the case an appropriate statement will appear in the recruitment advertisement.