Monmouthshire County Council
Cyngor Sir Fynwy

Enterprise Directorate

JOB DESCRIPTION

Job Title: **Business and Enterprise Manager**

Post ID: **RCED24**

Grade: **Band I SCP 37 - 41 £31,846 – £35,662 per annum**

Hours: **37 per week**

Reports to: **Head of Economy and Enterprise**

Location: **Magor/Usk Monmouthshire**
The Authority operates an agile working policy and the successful post holder will be required to work in an agile manner across the county of Monmouthshire as per the needs of the service. Unfortunately no disturbance mileage will be payable for any re-location of the office base.

Terms: **Permanent**

Why you should come and work with us

In Monmouthshire, we're going places. We're officially the most economically resilient place in Wales and we offer an unparalleled quality of life. *Monmouthshire Business and Enterprise* is not a traditional economic development service in a traditional local authority and we don't intend on becoming one. We're opening up new markets across the UK as a result of our gateway geography and we're starting to pursue more conversations with global market leaders. We're one of only five Creative Councils in the UK because we're passionate about embedding a cultural focus on innovation and smart business practices that allows us to scale community impact. We've also established CMC^2, a Community Interest Company to invigorate pace around the enterprise agenda and understand that people and teams thrive in high energy, permissive environments which encourage creativity, experimentation and delivery of better things

The skills are we looking for

We're looking for someone with an entrepreneurial passion and the commercial acumen not only to develop and deliver a business and enterprise service of the highest quality but also to identify and deliver income generation opportunities for our service. We need you to seek and mobilise the rich network of entrepreneurs that exist in and outside our county. We need you to help deliver distinct competitive advantage for Monmouthshire whilst creating employment opportunities for our existing and future residents.

We want someone who can:

- Ensure that businesses in or locating to Monmouthshire have the highest quality support. We want you to enable them to grow by offering valuable insight and creative solutions and delivering innovative, value for money, accessible and inclusive business support services;
- Help us drive forward our new Monmouthshire Business Growth and Enterprise Strategy, working in partnership with support organisations to ensure strategic objectives are achieved;
- Embrace digital technology by promoting the Superfast Broadband infrastructure opportunities that are being rolled out across the County and take forward ICT exploitation activities;
- Invigorate youth entrepreneurship by engaging schools, colleges, universities, youth associations and support agencies. We want you to identify opportunities to engage young people with the business sector, provide inspirational talks, offer advice and support and create local employment and entrepreneurial opportunities;
- Recognise success by enabling and leading business networks to break down any barriers between business and the public sector for the benefit of Monmouthshire to include delivering a programme of events;
- Work with businesses to identify, develop and encourage cross sector conversations to facilitate new product development and job creation;
- Recognise opportunities and lead partners in the development of innovative solutions to enterprise development and community engagement e.g. Peer to Peer crowd funding platform;
- Develop and implement a digital marketing and communications plan to promote the Monmouthshire and Business Enterprise support package (and all available support programmes) to inward investors, pre start and existing businesses in Monmouthshire;
- Inform and represent the Council in the development of Strategies by other organisations and add value through the provision of resource and vision;
- Work with developers, agents and others to ensure Monmouthshire has an appropriate range of accommodation, including business accelerators, to meet existing and future business needs;
- Identify new and existing funding streams and lead Monmouthshire's communities and MCC colleagues in developing compelling proposals to access and maximise funding opportunities;
- Work as part of the Monmouthshire Business and Enterprise team to promote and proactively develop best practice in economic growth and enterprise whilst achieving business targets;
- Provide monitoring and analysis of local and national statistics in the county context in regular reports to the Head of Economy and Enterprise ;

We need someone who has:

- Expert knowledge and an ability to understand what businesses need to succeed whilst being able to specialist financial, development or marketing knowledge
- A strong feel for what Monmouthshire and Monmouthshire County Council is all about;

- A strong sense of purpose and ability to mobilise all those how share our purpose to deliver great things;
- Excellent communication skills with a wide range of experience in delivering presentations, producing and presenting reports and an ability to use IT in their daily work;
- A professional accountancy or chartered marketing qualification (or working towards the latter stages of achievement); Membership of an appropriate professional organisation; is prepared to undertake, or have achieved, NVQ level 4 in Business Counselling, or other similar qualifications or have equivalent relevant experience;
- An ability to work across generations with business communities and fledgling entrepreneurs whilst having the necessary skills to guide, interpret and deliver their ideas and projects.
- A drive to be innovative, to work under their own initiative whilst meeting tight deadlines;
- An understanding of how local government works and how other agencies and organisations contribute to the delivery of economic growth and community regeneration.

What can we offer you?

- Professional development opportunities with the flexibility to drive forward your ambitions in a challenging but supportive environment.

Our Organisational Values:

- **Openness:** We aspire to be open and honest to develop trusting relationships.
- **Fairness:** We aspire to provide fair choice, opportunities and experiences and become an organisation built on mutual respect.
- **Flexibility:** We aspire to be flexible in our thinking and action to become an effective and efficient organisation.
- **Teamwork:** We aspire to work together to share our successes and failures by building on our strengths and supporting one another to achieve our goals.

And this role, will work with Monmouthshire to achieve these.

In addition:
All employees are responsible for ensuring that they act at all times in a way that is consistent with Monmouthshire's Equal Opportunities policy in their own area of responsibility and in their general conduct.

Closing Date: Friday 17th April at Noon

For more information or an informal chat regarding the post please contact Cath Fallon, Head of Economy and Enterprise on 01633 748316 or email cathfallon@monmouthshire.gov.uk

Please note we are not able to accept CVs.

Applications can be completed on line online or downloaded via:

http://www.monmouthshire.gov.uk/home/education/jobs-and-employment/how-to-apply-for-council-jobs/

Completed paper application forms should be returned to the following address:

Employee Services, Monmouthshire County Council, PO Box 106, CALDICOT, NP26 9AN

Monmouthshire County Council is an equal opportunities employer and welcomes applications from all sections of the community. All posts are open to job share unless stated otherwise.