

JOB DESCRIPTION

Job Title: INWARD INVESTMENT EXECUTIVE

Salary: **£35,000 (will consider part time/3 days a week pro-rata salary)**

Reports to: Inward Investment Team Leader

GFirst LEP is Gloucestershire's Local Enterprise Partnership - our mission is to make Gloucestershire great by driving sustainable economic growth throughout the county, creating jobs and business opportunities for thousands of people. We're led by the business community, in partnership with voluntary, education and public sectors, to help Gloucestershire realise its economic potential.

Job Purpose/Key Role:

Working with the Inward Investment Team Leader you will help to develop the inward investment strategy for the GFirst LEP area, brokering and facilitating the collaboration of key partners in this.

Your key aim will be to attract new foreign direct investment into Gloucestershire, capitalising upon its unique opportunities.

You will work closely with the GFirst LEP executive team, our partners in the County Council, the District Councils, DiT and the Growth Hub. You will work with your team to develop activities that drive economic growth and support the delivery of the LEP's *Strategic Economic Plan (SEP)*.

Main Duties/Responsibilities/Accountabilities:

- To facilitate and bring added value to relationships and best practice approaches to supporting growth of existing local foreign owned businesses located in Gloucestershire.
- To demonstrate the benefits of collaborative working across a complex inward investment landscape to encourage joint investment and working.
- To create and agree with partners the priorities for the marketing of key inward investment opportunities and the development of relevant 'soft' landing packages for the GFirst LEP area.

- Account manage specific investment opportunities from enquiry to completion.
- Be proactive on all issues arising and keep senior management aware of any potential risks impacting on the SEP or Local Industrial Strategy. Provide advice and proposed solutions to mitigate any risks.
- Keep abreast of the implications of national and local news, politics and legislation on the local economy and work with all local districts and the County Council.
- Working with the Marketing team to help to deliver communications highlighting successes alongside outreach activity to the business community. This would include management and delivery of business surveys, social media campaigns, newsletters, focus groups and other methods of engaging businesses.
- Promote the delivery of business support in Gloucestershire, through Government, EU or otherwise funded programmes.

PERSON SPECIFICATION

QUALIFICATIONS	Educated to degree level or equivalent and /or be able to demonstrate relevant business experience.
KNOWLEDGE	<p>Demonstrate good knowledge relevant to businesses across a variety of sectors including a willingness to gain an understanding of the barriers to developing and growing successful enterprises.</p> <p>Knowledge of Local Enterprise Partnerships and the business support landscape to support business and economic growth.</p> <p>Awareness of political and policy developments affecting businesses.</p>
EXPERIENCE	<p>Inward investment experience.</p> <p>Be able to demonstrate a track record of delivering business engagement activities.</p> <p>Able to demonstrate the successful delivery of activities and initiatives working with a broad range of stakeholders and businesses.</p>

<p>SKILLS – personal</p>	<p>Able to work on own initiative as well as part of a wider team.</p> <p>Able to provide a favourable and professional impression by demonstrating excellent communication and interpersonal skills.</p> <p>Able to manage engagement with stakeholders and partners from the public and private sectors.</p> <p>Excellent verbal and written communication skills.</p> <p>Flexible and reliable.</p>
<p>SKILLS – technical</p>	<p>Demonstrate an ability to use IT proficiently using Microsoft packages (MS Word, Excel, PowerPoint; MS Outlook). Experience of using Client Management Systems.</p>

Job Context/Challenges:

- Specific business growth and local geographic knowledge to add value to the management and delivery of inward investment initiatives.
- Delivery of annual plans, monitored regularly with the Inward Investment Team Leader reviewing progress against personal objectives and targets.

Key Relationships:

Internal

- Other staff/team members – cross team working and reporting is essential to this to support and co-ordination to deliver aspects of the engagement and initiative delivery.
- Meet regularly with the Inward Investment Team Leader to assess ongoing and evolving tasks and areas for personal focus/development.

External

- Businesses – to add value to them and provide access to all areas of business support, ultimately to enhance the economic performance of the region.
- Intermediaries – positioned to be able to provide & receive quality engagements and utilise key relationships with all relevant intermediaries.

Decision Making Authority:

- Day to day decisions of how best to manage ongoing tasks and workload to meet personal objectives and targets.

Additional Information:

- Comply with any additional reasonable requirements relevant to the needs of the team and the business.
- Occasional unsociable hours and travel.

Equal Opportunities Statement:

GFirst is an Equal Opportunities employer and seeks to ensure that all applicants are treated in a fair and non-discriminatory manner. Standardised recruitment processes are followed and all applications for posts are considered against pre-determined criteria relevant to the requirements of the post. Consistent with our Equal Opportunities Policy, the Company does not discriminate on any grounds including, but not limited to, race, ethnic origin, colour, sexual orientation, gender, marital status, disability, class, age, political belief, religion or belief.

Respect and Dignity at Work – ‘Improving Working Lives’

GFirst is committed to equality of opportunity and diversity in the workplace; all managers and staff are responsible for ensuring that this is delivered in practice.

GFirst is equally committed to respect for other people and all managers and staff are expected to be clear of what is expected of them and for ensuring that they commit to this policy in their day-to-day working life.

GFirst will not tolerate any forms of bullying or harassment in the workplace. Everyone has a personal responsibility to seek to improve his/her own and colleagues’ working lives to create a healthy and productive working environment.

GDPR

GFirst LEP takes the security of your data seriously. We have internal policies and controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of their duties.