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| **Job Description** | | |
| Job Title: | Investment Development Manager | |
| Reporting to: | Director of Business Innovation | |
| Work Base: | Winsford | |
| Grade: | £40 - £45k pa | |
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| Main Purpose of Role: | | |
| To lead the development and delivery of a Cheshire and Warrington investment offer. This will include further development and implementation of Investment strategy and active engagement of key partners, businesses and stakeholders in the sub region. The post will oversee the Investment journey with a focus on developing the infrastructure and partnerships required for a robust investment service. | | |
| Key Responsibilities: | | |
| **Co-ordination of Investment services**   1. Lead the development and refinement of the necessary infrastructure to further develop the Cheshire and Warrington investment offer. 2. Wok alongside Local Authorities to determine Investment priorities and how the Investment Strategy should be most effectively implemented. 3. Recommend strategy and process improvements to ensure continuous improvement of the Investment service. 4. Work as part of a virtual team across the LEP and the 3 Local Authorities and on behalf of the entire sub region 5. Work alongside Foreign Direct Investment Account Manager to capture evidence and intelligence to contribute to investment strategy 6. Analyse and map current offer identifying gaps and opportunities to simplify offer 7. Develop a robust evidence base to elevate and target place marketing at key target areas and sectors 8. Be the primary contact for Cheshire and Warrington with regional and national DIT teams on strategy 9. Oversee and contribute to the effectiveness of all place-based marketing activities. 10. Build strong and lasting partnerships with external partners and any other stakeholders involved. 11. Monitor the performance of the Investment prospects with particular emphasis on adhering to the agreed KPIs 12. Update the Client Management Portal database system so that there is a detailed up-to-date description of all key and strategic companies in the Cheshire and Warrington area and a record of all meetings, contacts and projects is maintained. 13. Any other duties that may reasonably be required for the fulfilment of this work of the LEP and wider sub region | | |
| Org Chart: | | |
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| Reporting Lines: | | |
| Role reports to Director of Business Innovation | | |
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| At a Glance Summary: | | |
| Managing Others: | | * Responsible for own work only. |
| Level of Responsibility: | | * Business impact of role is operational; * May contribute to strategic projects occasionally. * Manages a finite budget within the organisation, or on behalf of a client. * Required to provide operational input to colleagues and / or clients. |
| Specialist Knowledge: | | * Able to share developing specialist knowledge with other colleagues on an ongoing basis, as required by the role. * Has a good working knowledge of the organisations procedures and management systems. * Demonstrates effective leadership and resource management skills and general knowledge of legislation relevant to managing the team. * May be working towards (or possess) a professional qualification. |
| Problem Solving & Decision Making: | | * Work requires creative problem solving and / or decision making on a range of operational problems on a regular basis. * Ingenuity and sound judgement is required to ensure effective use of resources. * Decisions may on occasion need to be made without all the required information to hand. * Influences on decision making are both internal and external in scope. |
| Planning and Organising: | | * Prioritises own work on a day to day basis to meet the timescales set by Line Manager. * Has autonomy to plan and schedule own diary to correspond and support others colleagues in relation to collaborative projects, within the parameters of the role. |
| Communication and Influencing Others: | | * Develops collaborative relationships across multiple environments with various stakeholders, and partner organisations. * Communicates with team on a range of issues, listening to understand needs and support where required. * Effectively leads their team, encouraging collaboration within the team to achieve team objectives and/or KPI’s. * Will influence others, outside of the parameters of the standard work environment e.g. at specific events that will result in a direct impact on business outcomes. * Will regularly negotiate for services/resourceswith others in the organisation and / or contractors. |

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| **Person Specification** | | |
| **Specification** | **Essential (E) or Desirable (D)** | **Method of Assessment** |
| **Education & Training** | | |
| 1. Degree level qualification or equivalent, coupled with relevant experience. 2. Membership of a relevant professional institute | D  D | Application  Application |
| **Skills and abilities** | | |
| 1. A proven track record of successful account management, including developing and maintaining business relationships 2. Experience of business engagement and support | E  E | Application  Interview |
| **Achievements and Experience** | | |
| 1. Demonstrable experience of effective partnership working at a local and sub regional level 2. In-depth knowledge of local, regional, and national business & Investment support programmes 3. In-depth understanding and knowledge of key investment trends and issues | E  E  E | Application  Interview |
| **Personal Attributes** | | |
| 1. Highly developed networking, advocacy, written, oral and presentation skills to a range of stakeholders and audiences 2. Personal integrity and high level of interpersonal skills with the ability to form positive working relationships with a wide range of clients, partners and stakeholders. 3. Confident, customer-orientated, solution focused. 4. Self-motivated with a flexible approach. 5. Positive and effective team member, with good networking skills, able to foster partnerships. 6. Sound judgement in devising and evaluating options, dealing with complex issues and promoting new ideas confidently and imaginatively | E  E  E  E  E  E | Application  Interview |
| **Other Requirements** | | |
| 1. Commitment to achieving value for money, service excellence and equality in employment and service delivery 2. Clean drivers licence and access to a vehicle for work purposes. | E  E | Application  Interview |