

June 2026

1. JOB IDENTITY

Post Title:	Business Advisor (Building Female Founders/Growth Start Up & Existing)	Service:	Environment & Infrastructure
Section:	Planning and Economy	Grade:	Practitioner J
Reports to:	Senior Growth Startup & Existing Business Advisor		

2. JOB PURPOSE

- Provide Business Gateway business support and advice to existing, growth and start-up businesses throughout Aberdeenshire and Aberdeen City.
- To support regional economic outcomes through business support and development

This post requires travel throughout Aberdeenshire and Aberdeen City and to work evening and weekends as required.

There is a responsibility for the post holder to demonstrate a commitment to quality service delivery through continuous improvement for the benefit of the Service and the organisation

3. CORE RESPONSIBILITIES / DUTIES

- Support the delivery of business support and advice to existing, growth startup and businesses in Aberdeen City & Shire. Support other businesses as appropriate and directed. Provide an inclusive accessible service to all service users.
- Attend, host and contribute and deliver a series of events and networking for Business Gateway.
- Managing new business enquiries of growth startup, female-led and existing businesses and contribute to the service KPI's
- Organise and prioritise workload within an efficient manner and manage a portfolio of clients.
- Provide a proactive, friendly service at all times with high levels of customer satisfaction to the service users.
- Provide and maintain high standards of relationship management with clients at all times.
- Collaborate with Business Support Eco System Partners, including private organisation where appropriate to aid best results for the clients
- Provision of one to one and group business advisory support within a broad range of topics. Time with client to provide bespoke advice along with strategic intervention to support growth of their business.

- Maintain high quality admin records including national CRM database.
- Budget monitoring for event expenditure including reconciliation of invoices.
- Contribute to the service continuous improvement and development in line with the Council's plans.
- Contribute to the Council's Economic Development Strategy.
- Support the wider Economic Development team and cross council through service needs through responsibilities and ad hoc requests.
- Contribute to projects and other activities across the councils where appropriate and directed.

4. QUALIFICATIONS AND TRAINING

- Essential:**
- Educated to Degree level in relevant related discipline or equivalent transferrable skills and experience.
 - Training in a qualified specific topic area e.g. HR, Marketing, Digital, Legal, Finance, Business Development, Leadership & Management, Net Zero, Internationalisation.
- Desirable:**
- Customer service qualification / membership of appropriate member organisation
 - Project management qualification

5. EXPERIENCE

- Essential:**
- Experience of running a business / organisation or providing business support and advice or equivalent transferrable skills and experience.
 - Experience of providing businesses and organisation with support or related.
 - Experience and understanding of the issues faced by SME's.
 - Knowledge of the business support network locally and throughout Scotland.
- Desirable:**
- Project development and financial management experience.

6. KNOWLEDGE AND SKILLS

- Essential:**
- Excellent presentation and advisory skills.
 - Networking and organisation skills.
 - Ability to work under pressure and to timescales.

	• Passionate about business and providing excellent service. • Proficient in the use of Microsoft packages.
Desirable:	• Knowledge and understanding of economic development issues • Knowledge of the business support network in Scotland

7. ADDITIONAL REQUIREMENTS	
Driving Compliance	Authorised Car User It is a material condition of employment for this post that the employee holds a current full driving licence and has a car available, whenever required, to undertake the full range of duties of the post. As such, the post is designated as an authorised car user and will be entitled to receive mileage payments. The employee will also be required to produce their licence, on request, at periodic intervals. Should the employee's driving licence be withdrawn, for whatever reason, it may be necessary to terminate the employee's appointment.
Politically Restricted	Not applicable to this post