

1. JOB IDENTITY

Post Title:	Growth Business Advisor	Service:	Environment & Infrastructure
Section:	Planning and Economy	Grade:	J
Reports to:	Senior Growth Business Advisor		

2. JOB PURPOSE

- Provide Business Gateway business support and advice to new and existing growth businesses throughout Aberdeenshire and Aberdeen City.
- To support regional economic outcomes within Small and Medium Enterprises.
- Provide support and advice for existing businesses and businesses engaged with other Council Services, as required.

The role requires travel throughout Aberdeenshire and Aberdeen City

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

- Deliver inclusive and accessible business support and advice to growing and established businesses in Aberdeen City & Shire. This includes coaching and mentoring, providing subject matter expertise internally and externally as required
- Provide strategic advice to founders/board directors/shareholders on solutions that drive business growth, support resilience, and economic impact. This could include
 - Analysis of growth plans
 - Sourcing/appraising funding options and assisting with the completion of applications
 - Change management initiatives
 - Financial modelling
 - Business development
 - Go to Market enablement
 - Options appraisal, recommendations, and reports
 - Exit strategies
- Provide proactive, high quality client support, fostering long term relationships and brokering strategic partnership.
- Manage a growth focused portfolio of clients and business enquiries that contribute to the service KPI's by assessing opportunities and delivering tailored support.

- Organise and prioritise workload, maintain high-quality admin records in the national Customer Relationship Management (CRM) database and produce reports as required to support service and strategic planning.
- Engage and collaborate with Economic Development partners internally and externally from public and private organisations, achieved by maintaining ecosystem awareness and connect clients to strategic opportunities.
- Collaborate with business support eco-system partners locally, nationally and globally, including private organisations, where appropriate, to aid best results for the clients. Create strategic connections to external companies which support clients.
- Attend, Host, and deliver events that support business growth and development.
- Support the wider Council's Economic Development team including contributing to the continuous improvement and development of service. Contribute to projects and other activities across the Councils where appropriate and directed aligned to the Councils Economic Development Strategy.

4. QUALIFICATIONS AND TRAINING

- Essential:**
- Educated to Degree level in relevant related discipline or equivalent transferrable skills and experience.
 - Training or experience in a relevant area for example, business strategy, business development, marketing, HR, internationalisation, or finance
 - Current valid driving licence.
- Desirable:**
- Premier Adviser SCQF L8 or equivalent business support qualification. Membership of appropriate organisation.

5. EXPERIENCE

- Essential:**
- Multi-year experience of running or leading a business or organisation, or providing business growth support, or equivalent transferable skills and experience.
 - Experience of designing, developing, and delivering business support.
 - Significant experience and understanding of the issues faced by SME's
 - Leadership experience of multiple functional business units.
- Desirable:**
- Broad demonstrable multi-year senior commercial experience.
 - Experience of providing businesses and organisation with change management support.

- Experience in both domestic and export business scaling.
- Professional Network aligned to Economic Development
- Track record with IP, innovation and R&D of service and or products.
- Experience of strategic Business Development and tactical sales models
- Project development and financial management experience.

AGREED

6. KNOWLEDGE AND SKILLS

- Essential:**
- Commercially driven and focused on delivering client outcomes and impacts for high growth potential businesses irrespective of market or segments.
 - Excellent presentation and advisory skills.
 - Networking and organisation skills.
 - Ability to work under pressure and to timescales.
 - Passionate about business and providing an 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, in order 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