



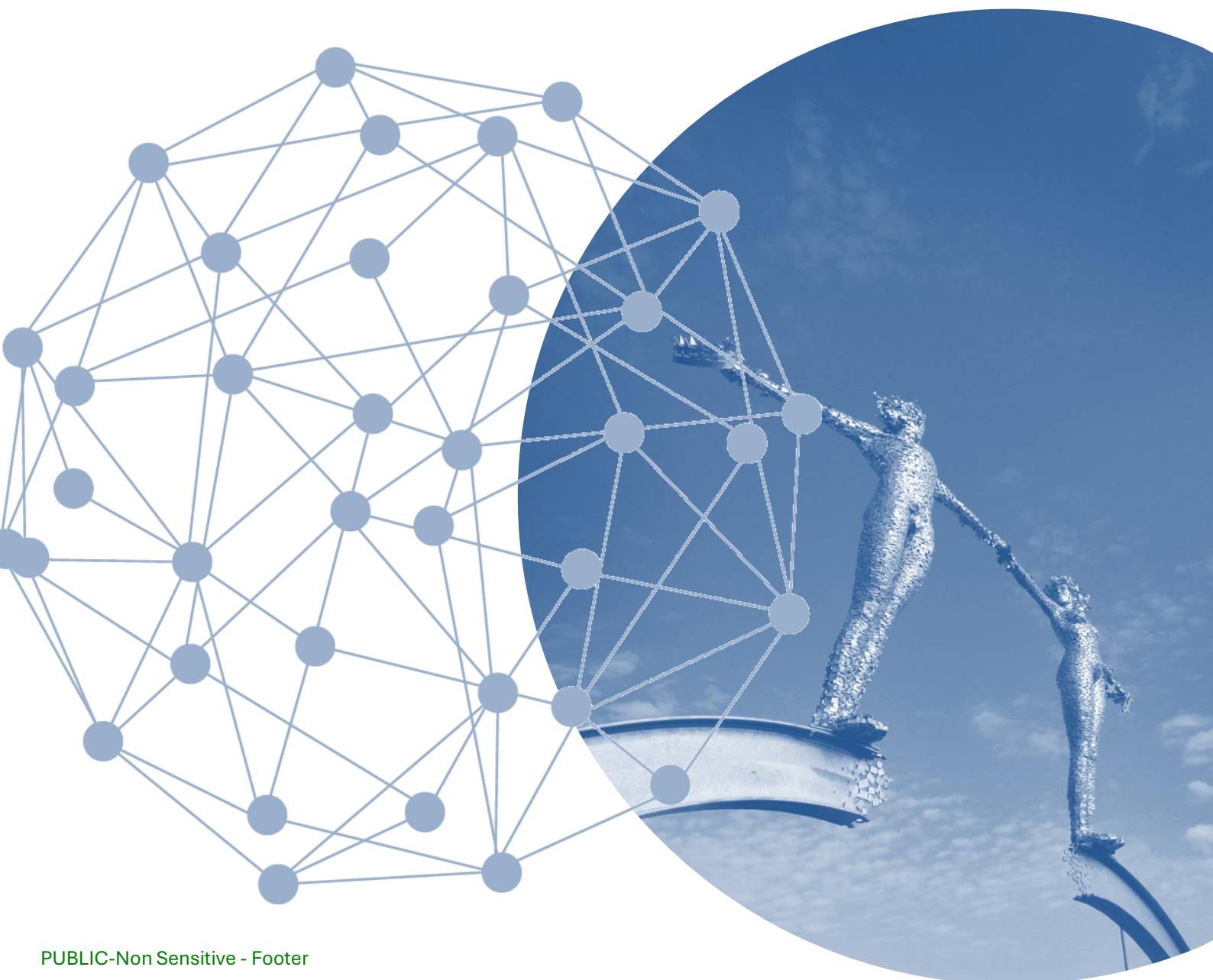
**Clackmannanshire
Council**

www.clacks.gov.uk

Comhairle Siorrachd
Chlach Mhanann

Business Adviser – Economic Development

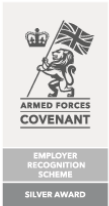
£43,161.29 - £47,924.54



Contents Page

[Recruitment Process and Key Dates](#)

[Job Profile](#)



Recruitment Process and Key Dates

Apply online at www.myjobscotland.gov.uk. Applications should be submitted online using the forms provided through the myjobscotland portal.

CVs will not be considered.

All applications must be received by 11.59pm on the closing date. Late applications will not be considered.

Your application form should contain sufficient information and evidence to demonstrate that you have the skills and experience required for the post.

KEY DATES

We would ask that you note the dates of the recruitment timetable and ensure you are available to meet the scheduled arrangements.

- Closing date: 25/10/2026

You will be notified by email at each stage of the process. Please ensure that you check your junk/spam as sometime emails from my job Scotland go into there.

We will advise all candidates of the outcome of the recruitment process as soon as possible.

If you are the successful candidate:

- (a) You will be asked to submit a completed pre placement health questionnaire so that the necessary medical clearance can be obtained prior to commencement of employment.
- (b) We require **two** references. Your reference will be written to after interview. One must be from your current or most recent employer who may be contacted and can comment on your experience and competence for this post. Please state their position in the company / organisation. It would be helpful if you could advise your referees of these arrangements. Please ensure that the email address is correct for them on the application form before submitting as we contact all references by email, as this may delay the manager confirming a start date with you.
- (c) You may, depending on the type of post, be required to undergo a PVG/Disclosure check prior to a formal offer of employment being made by Clackmannanshire Council. This is now an online form, which you will be emailed a link and you only have 7 days to complete.

If successful, detailed statements of particulars will be provided to you via email once all satisfactory pre-employments have been received.

Job Profile

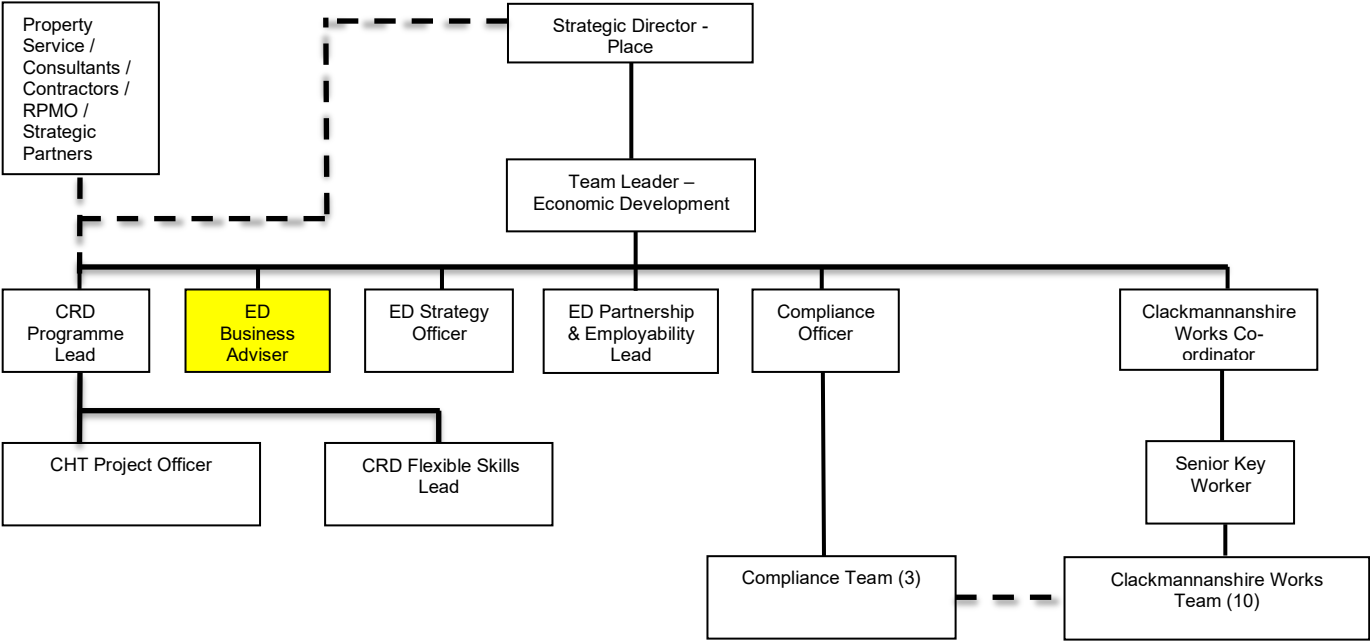
This job profile sets out the principal responsibilities of the post at the time it was compiled. Such duties may vary from time to time without changing the general character of the duties or the level of the responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post.

Section A	Grading Section
Post Title: Business Adviser Initial Location: Kilncraigs In certain circumstances, during the course of your employment, you may be required to work either on a temporary or established basis at any of the Council's locations, or at other venues as advised, which will be within reasonable travelling distance. Where such a change is proposed this will be managed by a process of consultation. Reports to post (Title): Team Leader, Economic Development Service: Place (Economic Development) Date last updated: August 2026 Date if superseded:	Eval Ref: Post Number: Grade: 8

Section B
ORGANISATIONAL RELATIONSHIP AND EMPLOYEE RESPONSIBILITY

This section describes the reporting relationships of the job within the immediate organisation and if appropriate has detail of the organisation a tier above and below the job. This also describes and responsibility for employees (if any).

The post holder will work within the Economic Development Team, reporting to the Team Leader, Economic Development and working closely with the Clackmannanshire Works team. The post holder does not have any line management responsibilities.



Section C
PRINCIPAL PURPOSE AND OBJECTIVES

This section lists the main (headline) responsibilities/accountabilities of the job.

As part of our UK Government Local Growth Fund (LGF) regional investment plan proposals, we plan to recruit a Business Adviser into the Economic Development team, to enhance employer engagement within the Council and to support business activity and programmes funded by LGF.

The postholder will engage with businesses to gain an understanding of current issues they are facing, and to advise them on support and funding available. The postholder will also encourage and support businesses to access appropriate regional and local programmes (including a new regional business capital grant and expert help programme which will be funded via LGF).

The postholder will also link businesses to other initiatives and support available, including Business Gateway and will support regional partnership working and events. The role will include ensuring that community benefits are offered and monitored when businesses are being funded for support, introducing employers to community benefits, and supporting the Council’s wider agenda on community benefits within the procurement process across services. Where appropriate, employers will also be introduced to and encouraged to support the Clackmannanshire Good Employment Charter (in development).

In addition, the postholder will provide support and business advice to Clackmannanshire works clients who wish to start in business, and will support the Team Leader with other business support initiatives (including Discover Clackmannanshire and the Supplier Development Programme).

The postholder will work with employers to understand their skills needs and upcoming vacancies, and will work closely with the Clackmannanshire Works team (in particular our Job Brokers) and wider Local Employability Partners to link employers with employability programmes and recruitment incentives, and to

refer businesses where appropriate into our Job Brokers. Knowledge gained in terms of skills gaps will also help inform skills/training planning and skills development locally.

The post holder will report directly to the ED Team Leader and work closely with the ED Employability Lead, and with our Job Brokers, and will provide a business advisory role to Clackmannanshire businesses as well as supporting regional business support initiatives and events.

Section D

MAIN DUTIES AND RESPONSIBILITIES

This section provides detail of the main responsibilities/accountabilities. Individual tasks may be included. (Note these are illustrative and are not exhaustive).

- Develop strong and effective relationships with local businesses, including the third sector organisations in Clackmannanshire, and with regional and local business support partner organisations and other relevant business support agencies.
- Provide advice to employers on business issues, and make referrals for other agency support as appropriate, demonstrating an excellent understanding of the business support landscape locally, regionally and nationally.
- Gain an understanding from employers on skills gaps and needs, upcoming vacancies and recruitment issues to inform employability and skills providers locally and linking where appropriate with flexible skills projects being developed through City Region Deal funding.
- Provide a business advice support to Clackmannanshire Works clients who are interested in self-employment, helping with business planning and financial forecasting, and linking to Business Gateway where relevant.
- Support the Economic Development Team Leader with referrals and administration of the regional Local Growth Fund Expert Help programme, encouraging applications from businesses, and working with consultants to ensure delivery of successful projects, leading to business growth. Ensuring the programme is delivered within budget and approving individual project costs.
- Support the Economic Development Team Leader in other local, regional and national business initiatives and activities, for example links and advice to tourism businesses through Discover Clackmannanshire, engagement with the Supplier Development Programme (encouraging local businesses to register to access free support for tendering with public sector) and regional event planning.
- Advising businesses on the purpose and advantages of community benefits, and ensuring that community benefits are offered by businesses in receipt of grant funding, and that projects are monitored to ensure community benefits are delivered with a positive outcome. Supporting community benefits within procurement generally in the Council across services.
- Developing good relationships with our Employability Partners and providers, and referring businesses to our Job Broker and the support available through Clackmannanshire Works for recruitment
- Introducing businesses to the concept of a Clackmannanshire Good Employment Charter (still in development), and to fair and flexible working practices.
- Keeping meticulous records of engagement with businesses (particularly on Expert Help projects), and set up and build a database of local employers, and the support they have accessed.
- Support the activities of the Clackmannanshire Business Support Partnership, in particular the setting up of a business forum to gain knowledge of current business issues and to provide opportunities for networking and feedback from our business community.
- Contribute to the development of relevant strategy and policy for the Council and Economic Development team, and wider regional economic strategy, particularly in terms of business engagement and support.

- Develop and promote equality both in terms of service delivery and employment practices in all aspects of the Councils activities
- Carry out appropriate duties as determined by the Economic Development Team Leader
- Carry out duties in line with Wellbeing Economy and Community Wealth building principles.
- Ensure delivery of a consistent, high quality service, achievement of required standards and working effectively to meet team and individual goals.
- Utilise IT systems and advise on development / maintenance of administrative and reporting procedures which utilise employer and client information to enable pro-active targeting of assistance within strict conditions of client confidentiality.

Note: The above list of duties is not exhaustive and serves to illustrate the range of additional tasks that may be undertaken from time to time as appropriate.

Section E**KNOWLEDGE, SKILLS AND EXPERIENCE**

This section details the knowledge and skills including any qualification, specific training or experience required.

Essential

Criteria	Means of Assessment Eg. Application interview, reference, certificate
Have a degree or equivalent standard of education and/or 3 years relevant experience of related economic development activities including business support and an understanding of business issues and finances.	Application, certificate
Experience of business start up, business planning and financial forecasting.	
Be able to demonstrate knowledge of the business support landscape in Scotland, including knowledge of current funding and support programmes.	Application, interview
A record of successful partnership working and ability to network and develop supportive relationships with internal colleagues, employers and partner agencies.	Application, interview
Project management experience, demonstrating ability to deliver projects within budget and on time	Application, interview
Demonstrate ability to set up reporting and monitoring processes for multi programmes and funding streams.	Application, interview
Experience of assessing grant applications and managing grants programmes.	
Good report writing and presentation skills	Application, interview
Can demonstrate high levels of achievement in the workplace and can determine performance indicators for a range of business support activities.	Application, interview
Be able to exercise commitment, professional judgement and creative thinking	Application, Interview
Ability to organise, prioritise and accurately record details.	Application, interview
Ability to interpret and present data in a non-technical way.	Application, interview
Excellent ICT skills.	Application, certificate
Have a driving license and access to a car	

Desirable

Experience of working as part of a team	Application, interview
Experience of marketing, website development, social media and good practice in ensuring effective communication.	Application, interview
Experience of event organisation	Application, interview
Good Local knowledge of economic landscape in terms of current employability programmes and providers.	Application, interview

Section F

WORKING ENVIRONMENT AND PHYSICAL REQUIREMENTS

This section details the predominant physical environment of the job e.g. Indoor/outdoor working, hazardous conditions and any specific physical effort.

The job predominantly involves working indoors and includes travelling between different locations or premises in the course of normal duties and does not normally involve any exposure to unpleasant, disagreeable or hazardous conditions.

The job is mainly undertaken in a sedentary position and requires no more than a basic level of physical effort by the post holder. The post holder will occasionally require to work evening and/or weekend working, determined by the needs of the service and partners under the direction of the Team Leader.

Section G

PHYSICAL CO-ORDINATION

This section details the predominant demand for physical skills and co-ordination required to undertake this job. For example: operation of hand tools, keyboard skills, driving and other equipment.

The work involves daily use of computers and keyboarding skills to create, maintain and update reports; to set up and build an employer database; to keep meticulous records of grant payments to businesses and precise records of other support provided

The role holder is responsible for sourcing and extracting data, pulling together information from different sources (e.g. Employability data from Skills Development Scotland (SDS) and the Scottish Government; Economic data; SDS information on skills and school leaver qualifications).

Section H

MENTAL SKILLS

This section details the level of problem solving, analysis, creativity, forward planning/scheduling required.

In the course of normal working, the post holder is required to resolve problems or situations, generally by applying existing rules, procedures or instructions as well as using their own initiative. The post holder will require judgement to resolve a wide range of issues and problems, i.e. the post holder is required to interpret information and use these skills to decide which course of action to follow to find a solution for a range of problems.

The post holder will analyse the business and recruitment needs of a wide range of local employers and will put together action plans for businesses to highlight options of support and funding available. The postholder will be involved in the design and delivery of programmes that best reflect the requirements of the Clackmannanshire business community, and will work with the Clackmannanshire Business Support Partnership to ensure we are communicating and working with our businesses effectively. The postholder will manage some elements of our regional UK Local Growth Fund business support activity (including the Expert Help programme and regional capital grant scheme, supporting businesses with applications and making sure projects are delivered successfully).

The job involves the forward scheduling of activities, visits, meetings, assisting in the development of plans for future projects or events and meeting project deadlines.

The post holder is required to set up new project management systems and processes and monitor budgets as well as check documents and management information system entries are complete/correct.

The post holder is required to prepare regular reports, depending on the requirements of various funding providers, including Scottish and UK Government. The job involves working alone and as part of a team.

Section I

CONCENTRATION

This section details the work related pressures which may make concentration more difficult and also the responsiveness required of the job holder. For example: Service related deadlines, internal/external deadlines, conflicting demands.

On a day to day basis, the postholder will require to meet service and funding deadlines, both internal and external, and will require to meet deadlines for reporting and monitoring requirements from a variety of funding organisations. The postholder will face conflicting demands from a range of different stakeholders including local employers, LEP partners and employability providers.

Prolonged periods of concentration are required to enable the post holder to produce project reports, and action plans for businesses which will inform critical decision making by the Business Support Partnership on future business support and funding programmes.

Section J

COMMUNICATIONS SKILLS AND DEALING WITH RELATIONSHIPS

This section notes examples of the individuals or organisations with whom the post holder will come into regular contact and explains the nature of the communication and level of skill required by the post holder. E.g. dealing with complaints, clients etc.

Internal

Officers	This post will work closely with the Team Leader (Economic Development) and the Clackmannanshire Works Job Broker, as well as with the wider Economic Development Team and other departments, staff and elected members
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External

Other organisations and agencies	The postholder will engage with local businesses, advising and supporting employers with business issues and recruitment and skills needs, and linking to other business support partners and programmes as appropriate (including Business Gateway). The postholder will work with our Clackmannanshire Business Support Partners as well as regional and national support organisations, and will organise and attend meetings, networking events, and business support events. The postholder will support regional event and business support programmes, working with colleagues in Falkirk and Stirling Councils.
Clients and communities	Consultation and liaison with businesses on recruitment and skills issues, and to provide business advice and support. Supporting tourism businesses through Discover Clackmannanshire. .

The above is not a definitive list. The role holder will attend both virtual and in person meetings and events.

Section K

PHYSICAL ASSETS, DATA AND FINANCIAL RESOURCES

This sections details responsibility for **physical assets**, e.g. vehicles, buildings, stock control/procurement, **data** e.g. computers, record keeping **financial** the direct/indirect responsibilities for financial resources, from handing cash and cheques, through processing invoices and other financial transactions, to accounting for financial resources and budgetary activities.

The post holder will be responsible for the equipment and resource which are required to fulfil the duties of the post e.g. information technology.

Responsibility for support and maintenance of hardcopy and online business and participant records and tracking systems. Due to the nature of the service, the need for detailed written reports, tender documentation and monitoring records may be required for audit and compliance purposes.

The range of work involves being exposed to confidential information and therefore an understanding of confidentiality and security of information is required by the post holder.

Personal responsibility for taking care of self, customers, contractors and others and must comply with all relevant Health and Safety legislation.

Willing to undertake any Health and Safety Training relevant to the post.

Section L

INITIATIVE AND INDEPENDENCE

This section details the problems which the post holder must deal with in the course of normal working, the decisions which the jobholder is able to take, and the extent to which advice and guidance is available (Note, these are illustrative and are not exhaustive).

The post holder will be expected to establish and maintain appropriate contacts with the Economic Development Team, with colleagues in Falkirk and Stirling economic development teams and Business Gateway teams, LEP partners, Clackmannanshire Business Support Partners, Discover Clackmannanshire group, and other agencies and programme funders to ensure the effective delivery of services

The post holder will be required to work closely with all members of the Economic Development team, particularly with the Clackmannanshire Works Job Broker, and will refer to the Team Leader for advice on more complex issues.

The post holder is required to schedule his or her own workload and to demonstrate substantial initiative within the parameters laid down by their line manager.

The post holder will respect client and contract confidentiality

The post holder will liaise with colleagues and other sources as necessary in offering advice and assistance to businesses, and will work particularly closely with the Business Gateway providers in Clackmannanshire and regionally to ensure joined up, effective support across all sectors.

The post holder will be expected to use their own initiative and common sense in accordance with Health and Safety Regulations and Council Policies and Procedures when undertaking the tasks expected of them.

The post holder will be able to recognise their own limitations and seek appropriate guidance and support when needed. Decisions of a difficult nature can be discussed with the Team Leader or designated representative.

Develop the skills and confidence to effectively manage your own workload, be responsible for service delivery and provide support and advice to team members.

Section M

EQUAL OPPORTUNITIES

Staff are expected to promote equality of opportunity.

As a member of staff you will be expected to uphold and promote the Council's policy commitments to equality and diversity and its legal obligations under the Equality Act as well as ensuring the fair, equitable and non-discriminatory treatment of service users, colleagues and partners.

Section N

HEALTH AND SAFETY

The Council must abide by relevant health & safety and employment law, as well as the common law duty of care. All members of staff are required to take care of their personal health and safety and that of others who may be affected by their actions or inactions. You are therefore required to carry out your duties in a safe manner in accordance with instructions and in compliance with safety rules/procedures, regulations and current and appropriate codes of practice. You are required to advise your line manager if you become aware of any unsafe practice or condition or if you have any other safety concerns and must comply with accident and near-miss reporting procedures.

If you supervise, manage or lead other staff, you are also responsible for ensuring that the Council's operations are carried out in such a way that ensures, so far as is reasonably practicable, the health, safety and welfare of those staff and that of any others who may be affected. You will therefore conduct relevant risk assessments and assign duties with appropriate instructions, in compliance with safety rules/procedures, regulations and codes of practice. You will address and/or escalate any issues of any unsafe practice, condition or any other safety concerns you identify or that are brought to your attention, taking appropriate advice as necessary and will ensure that accident and near-miss reporting procedures are understood and complied with.