

## Job description and person specification

### Organisational overview

<b>Job title</b>	Development Manager
<b>Reporting to</b>	Head of Business Growth - Moray
<b>Direct Reports</b>	None
<b>Grade</b>	D
<b>Duration</b>	Permanent
<b>Location</b>	Forres. The role requires extensive face-to-face meetings with HIE's clients and partners as well as team management.
<b>Hybrid working</b>	Whilst the preferred base for the role is Forres, and there will be a requirement to attend the office and work across the whole of Moray, we have a flexible approach to working and can consider hybrid working.

### Organisational overview

We're Highlands and Islands Enterprise, the Scottish Government's economic and community development agency for a region covering more than half of Scotland, including more than 90 inhabited islands.

We work with communities, enterprises, and stakeholders to unlock our region's potential for growth and progress, while driving fair work and net zero practices.

Our purpose is to build and sustain a greener, fairer and more resilient region that benefits everyone.

We offer support and investment to a wide range of projects that deliver on our priorities, which include a growing workforce, increased productivity, innovation and wages, and a just transition to net zero.

## Position overview

The Area Operations directorate, within which the area team sits, delivers HIE's products and services to our extensive client base. In addition to supporting our client base, our area teams have an important role in delivering HIE's commitment to place based development through working with local enterprises, partners, and stakeholders to develop and deliver projects which support economic and community development in their areas.

The post-holder will be responsible for contributing to the development of high quality and sustainable community, social enterprise, and business sectors in the Moray area with a primary focus on business growth. You will play a valuable role in working with organisations within the area who are seeking to grow.

Aspects of this position may also require the post-holder occasionally to represent the Head of Business Growth, the Area Manager and other colleagues, and liaise regularly with partners and stakeholders.

The post-holder will also work flexibly and collaboratively with colleagues in the wider organisation, including with other area teams.

A key part of this role will be to bring fresh thinking to HIE's work in this field and make a positive contribution to HIE's continuous development as a progressive organisation where staff are empowered to use their full potential to benefit Scotland's economy. This is in line with our people values.

## Key responsibilities of the role

- Develop strong relationships with a portfolio of clients (businesses, social enterprises and community organisations) in Moray where required.
- For each client assess the issues, challenges and opportunities for sustained business and/or community/social growth and their transition to net zero. Develop and maintain an iterative suite of HIE's documents, e.g., Client Development Plan to address the issues identified, and undertake business reviews where appropriate.
- Identify appropriate HIE products and services for clients and signpost to other sources of support liaising with HIE colleagues and sector teams, and support clients to identify carbon savings and climate responsible actions and how these can be implemented.
- Assist the Heads of Business Growth and Strengthening Communities to continuously review all clients, including businesses, communities, social enterprises to ensure a portfolio with the greatest potential for growth aligned to HIE priorities.
- Assist the Heads of Business and Strengthening Communities to review and prioritise projects making recommendations where appropriate.

- Develop, appraise and undertake due diligence on projects applying for HIE support, ensuring alignment to HIE's strategy and priorities.
- Develop good working relationships with project partners, key funders, and organisations HIE works with and to identify growth opportunities.
- Support the Area Team in the active participation in sectoral and community partnership work where required.
- Facilitate the delivery and organisation of business and community themed events, and HIE funding and support programmes acting as lead local contact when required.

### **Key corporate responsibilities**

- Promote a climate of accountability, openness, collaboration and innovation.
- Ensure compliance with all aspects of HIE governance, including risk management, handling conflicts of interest, and ensuring HIE's audit and compliance requirements are met.
- Ensure optimum use of internal management systems.
- Take responsibility for own learning and development, keep continuous professional development (CPD) records up to date.

For developmental or operational reasons this role may occasionally contain some elements of work that are either more or less demanding than described above.

### **Salary and benefits**

We aim to appoint at the minimum end of the salary scale to allow progression throughout the grade range.

This post comes with a competitive benefits package including excellent contributory staff pension arrangements, life assurance, generous annual and special leave entitlements, flexible working, continuing professional development and a variety of staff benefits, e.g., employee assistance programme, employer supported volunteering, cycle to work scheme, health and wellbeing club membership subsidy and other staff discounts.

### **Aspiring to make a difference**

HIE is an outward-looking, forward thinking, customer-focused organisation whose staff are empowered to use all their talents, skills, and knowledge.

For 60 years HIE's activities have been characterised by a drive to innovate and make a difference, and our staff identify very strongly with this. The strength of HIE's culture is

evidenced by a committed workforce passionate about building a prosperous, inclusive, and sustainable region attracting more people to live, work, study, invest and visit.

HIE's organisational values:

- We are passionate about our purpose and proud to make a difference to the region we serve
- We are outward-looking and think long-term
- We are customer-focused
- We work together and learn from each other
- We are committed to excellence and innovation
- We encourage diversity and respect each other
- We network and collaborate - inside and out
- We listen and communicate clearly

### **Our commitment to equality, diversity, and inclusion**

We are committed to recruiting, promoting, and developing our people solely on the basis of their ability to contribute to HIE's objectives, without regard to their sex, race, disability, religion, national origin, ethnicity, sexual orientation, age, or marital status.

HIE employs staff in locations across the region, encourages flexible working and seeks to employ people with different ideas, styles, and skill sets, each able to contribute in unique ways. This diversity engenders a richer, more creative environment – one in which our people develop, and clients are better served.

This diversity and the sharing of knowledge, skills, and experience make us a stronger organisation. These are qualities we value and continue to enhance which are in line with our people values.

As a public sector employer, HIE has a key focus on the wider social inclusion agenda. HIE is accredited as a Real Living Wage employer and supports a number of national initiatives ranging from; demonstrating commitment to the Social Impact Pledge, encouraging volunteering, engaging in the Digital Public Services agenda, meeting the Investors in People standard, developing the young workforce, adopting fair work principles as well as being recognised nationally as an award-winning family friendly employer by Family Friendly Working Scotland, Carers Scotland, and Working Families UK.

HIE has equal respect for Gaelic and English. We welcome any communication in Gaelic. We will respond to Gaelic communication just as quickly as we respond in English.

Tha spèis cho-ionannachd aig HIE airson na Gàidhlig agus na Beurla. Tha sinn a' cur fàilte air conaltradh sam bith anns a' Ghàidhlig. Freagarraidh sinn conaltradh sa Ghàidhlig ceart cho luath 's a fhreagras sinn sa Bheurla.

<b>KEY CRITERIA</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Qualifications in a relevant discipline or demonstrable equivalent skills and work experience at <u>SCQF Level 9</u> (e.g. Degree, Graduate Diploma)</li> </ul>	<ul style="list-style-type: none"> <li>• Further/Higher Education qualification in a relevant discipline.</li> </ul>
<b>Work experience</b>	<ul style="list-style-type: none"> <li>• Relevant client-facing work experience in a private, public, or third sector organisation</li> <li>• Experience of working to deadlines and prioritising workload</li> <li>• Experience of working in an environment with high standards of governance and accountability</li> <li>• Experience of working as part of a team but also ability to work on own initiative</li> </ul>	<ul style="list-style-type: none"> <li>• Project management experience</li> <li>• Experience of business development</li> <li>• Experience in building productive client relationships</li> </ul>
<b>Skills and abilities</b>	<ul style="list-style-type: none"> <li>• Strong interpersonal and communication skills</li> <li>• Proactive approach and problem-solving skills</li> <li>• Negotiating and influencing skills</li> <li>• A keen interest in community, business and economic development</li> <li>• Financial appraisal skills</li> <li>• Report writing, analytical and presentation skills</li> <li>• Ability to work under pressure and to tight deadlines</li> <li>• Good IT competency and working knowledge of MS Office systems</li> </ul>	<ul style="list-style-type: none"> <li>• Carbon literacy/willingness to learn about carbon literacy</li> <li>• Gaelic language skills (speaking, reading, or writing)</li> </ul>
<b>Job circumstances</b>	<ul style="list-style-type: none"> <li>• Full current driving licence and access to a vehicle</li> <li>• Flexibility to travel as required and on occasion undertake work in the evening</li> </ul>	