



Highlands and Islands Enterprise  
Iomairt na Gàidhealtachd 's nan Eilean

## Job description and person specification

<b>Job title</b>	Senior Development Manager
<b>Reporting to</b>	Head of Enterprise Support – Innse Gall
<b>Direct Reports</b>	No direct line management responsibility, although there will be collaborative working with other team colleagues.
<b>Grade</b>	E
<b>Duration</b>	Permanent
<b>Location</b>	Benbecula

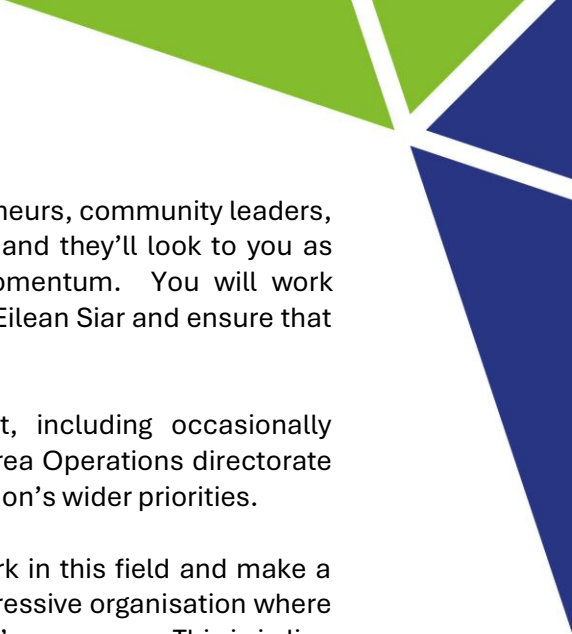
### Organisational overview

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

This role is within the Innse Gall (Outer Hebrides) area team. 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.

**We're looking for a candidate with ambition to make a difference, who is proactive, collaborative, and solution focused, and who is equally happy working autonomously and as part of a team.**



As Senior Development Manager, you'll be working with entrepreneurs, community leaders, and people who care deeply about the future of their place — and they'll look to you as someone who can connect ideas, open doors, and bring momentum. You will work collaboratively with local stakeholders including Comhairle nan Eilean Siar and ensure that HIE is a good partner.

You will work closely with the Head of Enterprise Support, including occasionally representing HIE at a senior level. You'll operate within HIE's Area Operations directorate and place-based approach - connecting local ambition to the region's wider priorities.

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**

In this role you will:

- Deliver economic and community impact - lead the development and delivery of key business-led and community-led projects that drive local and regional impact.
- Provide high-quality client and stakeholder support - engage with clients, partners and communities. Provide timely, practical support that makes a meaningful difference and achieves HIE's outcomes. Assess and review development proposals, providing constructive feedback and guidance to clients.
- Build collaborative internal and external networks - build and maintain effective relationships across sectors, communities, and partner organisations to support delivery and influence.
- Manage a portfolio of projects - manage a portfolio of projects, including planning, delivery, monitoring and reporting. Identify, manage and escalate project risk appropriately. Develop robust business cases and investment cases and ensure compliance with HIE systems, governance procedures and processes.
- Help foster a culture of teamwork and collective problem solving. You will ensure knowledge and learning from others is shared to deliver the best outcomes for the region. You will build and maintain productive relationships across sectors, communities, and partner organisations, ensuring HIE remains connected, influential, and informed.
- Take a lead role in developing relationships with project partners, key funders and organisations working within the social enterprise sector, and identify funding opportunities, both regional and national.
- Assess and review development proposals and undertake due diligence relating to any request for funding from Highlands and Islands Enterprise.

- Work closely with the area team and other HIE colleagues and represent HIE at senior level at internal and external meetings as required.
- Support other area office initiatives and projects, and undertake operational responsibilities as 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, 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.

KEY CRITERIA	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Qualifications in a relevant discipline or 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>• Experience of negotiating with, and influencing, a wide range of stakeholders, both internal and external to deliver results</li> <li>• Experience of partnership working</li> <li>• Experience of appraising (including detailed financial analysis) and successfully implementing or managing proposals/projects</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>• Knowledge of the Highlands and Islands area and economy (in particular, Innse Gall)</li> <li>• Knowledge of local business, social enterprise, and community activity/development</li> <li>• Involvement in multi-agency/partner projects</li> <li>• Knowledge of the Green Book appraisal/5-case business model</li> </ul>
<b>Skills and abilities</b>	<ul style="list-style-type: none"> <li>• Project appraisal and management skills</li> <li>• Understanding, analysis, and interpretation of business finance and accounting</li> <li>• Ability to work autonomously while contributing effectively as part of a wider team</li> <li>• A confident and articulate communicator who can adapt approach to stakeholders</li> <li>• A client and solutions-focussed proactive approach with the ability to understand clients' current and potential development requirements</li> <li>• Ability to think strategically with awareness of wider economic, social, and sectoral trends</li> </ul>	<ul style="list-style-type: none"> <li>• Gaelic language skills (speaking, reading, or writing)</li> <li>• Carbon literacy/willingness to learn about carbon literacy</li> </ul>

**Job circumstances**

- Self-disciplined, able to work without supervision
- Willing to work out of office hours occasionally if required
- Willingness to travel within and beyond the HIE area
- Valid driving licence and access to a car or alternative means of transport