

Business Support Recruitment – Nottinghamshire County Council and the D2N2 Growth Hub Supporting Information

Nottinghamshire County Council is looking to recruit to two posts to support business growth across Nottinghamshire. The posts are part funded by the European Union and the County Council and while employed by the County Council, they will operate as part of the D2N2 Growth Hub, the one-stop shop for business support. Both posts are on fixed term contracts to the end of March 2022.

The two posts have been created to address individual and collective business needs across Nottinghamshire and they will work closely together and with the wider Economic Development function to deliver this. They will also work closely with the Growth Hub and with other business support and business finance providers. The Job Description and Person Specification for each post sets out the detailed expectations but the respective roles may be summarised as follows:

Business Adviser

The Business Adviser is a senior professional role. SFEDI qualified or with an equivalent business support / banking / accountancy qualification or with equivalent continuing professional development and significant experience, the Business Adviser will work with Nottinghamshire businesses, and specifically small and medium sized businesses, reviewing their needs and offering direct business advice and helping them access a range of other specialist business support solutions linked to the Growth Hub.

The role will be particularly focused on supporting businesses with growth potential and the Adviser will be capable of offering high quality advice on finance, business improvement, facilitating growth and supporting the creation of new or safeguarding existing jobs. The Adviser will take a key role in evaluating and monitoring the impact of the support and in influencing Growth Hub delivery.

Assistant Business Adviser

The Assistant Business Adviser will work in part alongside other Growth Hub (and non-County Council) core service colleagues, and notably the East Midlands Chamber, offering initial diagnostic and brokerage services for businesses across the County for assessment and / or referral to the Business Adviser and / or other specialist sources.

The Assistant Adviser will also liaise with partners and business groups across Nottinghamshire to promote the Growth Hub service and support a process whereby business needs can be collectively reviewed. This will ensure the Growth Hub's offer remains relevant to Nottinghamshire businesses. The postholder will establish and develop their own caseload.

The role requires someone who is professionally qualified to degree level or equivalent and will have at least 2 years experience of account management and delivery and brokerage of business support to small and medium sized businesses. They will also have hands-on experience of developing action plans for businesses and have excellent facilitation skills in group settings.

Both posts have authorised car user status.

The posts will be managed by a Senior Economic Development Officer and work collectively with the Business Monitoring Officer to review collectively the impact of the support, assess and review collective and specialist business needs and ensure the direct support and that of the Growth Hub remains responsive and relevant.

The closing date for applications is **19th February 2020**.

Interviews are likely to be held on or around the **3rd / 4th March 2020** (subject to confirmation).

If you would like an informal conversation about these posts, please email Geoff George at geoff.george@nottsc.gov.uk to make arrangements or contact him directly 0115 977 2046.



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