



OXFORDSHIRE LOCAL ENTERPRISE PARTNERSHIP

JOB DESCRIPTION

Inward Investment Co-ordinator

Introduction: Oxfordshire Local Enterprise Partnership (OxLEP) is one of 38 LEPs operating across England. We are responsible for championing and developing the Oxfordshire economy. Now in our sixth year of operation, OxLEP has made considerable progress in strengthening Oxfordshire's economy by establishing robust and effective relationships between businesses, academia and the public sector. This is an exciting opportunity to join a dynamic organisation at a time of growth

Our Vision: Oxfordshire as a vibrant, sustainable, inclusive, world leading economy, driven by innovation, enterprise and research excellence

Job Title: Inward Investment Co-ordinator

Salary: £27,000 - £28,500 per annum

Contract: Full time fixed term contract to 31 March 2020 with potential to extend subject to external funding

Report to: Head of Innovation & Inward Investment

Job Purpose:

- To provide effective support to the inward investment service, particularly investment data collection and collation, analysis and presentation in various media and event and 'visit' support
- To provide monthly and quarterly reporting of the inward investment and account management activities
- To effectively manage and maintain the enquiry project pipeline and CRM account management reporting functions ensuring all data and information is recorded accurately across stakeholders

- To support the Communications Executive to maintain and keep up to date marketing and communications channels including (but not exclusively) website, on-line brochures, hard copy literature and social media outlets

Main Duties:

- Working with existing networks, district and city councils, government departments and other agencies to establish and maintain an effective inward investment service for Oxfordshire
- Provide an initial point of contact for inward investment enquires and log these on the enquiry management system
- Monitor performance and reporting for the Invest in Oxfordshire service (including enquiry data collation and analysis)
- Support the team to monitor the inward investment project pipeline and assist in the movement of enquiries through the inward investment cycle (prospects to projects to landed successes)
- Effectively network and promote the Invest in Oxfordshire service including attendance at events and through the Invest in Oxfordshire website and social media accounts
- Support client visits and inward missions as required
- Provide support in the promotion of the 'clusters of excellence' that exist within the Oxfordshire economy (Advanced Engineering including Automotive and Motorsport, Composites and Cryogenics; Life Sciences; Space and Space-related Technologies; ICT including Big Data and Cyber Security; Creative Industries including Gaming and Publishing; and Energy and the Environment.)
- Provide high quality administration support to the Invest in Oxfordshire and wider economy and skills teams as required

General accountabilities:

- To be responsible for ensuring that all relevant policies and procedures are adhered to and concerns are raised in accordance with these policies
- Undertake such other duties as may reasonably be required of you as required to support the business needs
- Comply with individual responsibilities for health and safety in the workplace including taking action to reduce the risk to self and others and contributing to the maintenance of a health and safe working environment

For all staff - You have specific responsibilities under Health & Safety legislation to ensure that you:

- Take reasonable care for your own health and safety, and that of others affected by what you do, or do not do.
- Cooperate on all issues involving health and safety.
- Use work items provided for you correctly, in accordance with training and instructions.
- Do not interfere with or misuse anything provided for your health, safety or welfare.
- Report any health and safety concerns to your line manager as soon as practicable.

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SELECTION CRITERIA

Job Title: Inward Investment Co-ordinator

PERSON SPECIFICATION
<p>Essential knowledge</p> <p>Knowledge and experience of customer relationship management systems and databases</p> <p>Excellent experience of ICT systems, particularly Microsoft Office packages to include Word, Excel and PowerPoint. Experience in the use of Microsoft Dynamics, Alcium Evolutive or similar CRMs</p> <p>Knowledge and experience in project management, performance management and report writing</p>
<p>Specialist experience</p> <p>A minimum of 2 years experience of working in inward investment and/or economic development or project administration in a B2B environment</p> <p>Experience of working in a fast paced multi stakeholder environment with a focus on delivery</p>
<p>Essential skills</p> <p>Excellent communication skills across a variety of different media, including social media and in person</p> <p>Excellent ICT skills including use of pivot tables, databases, website management and excel</p> <p>Maintaining effective internal and external relationships with key stakeholders and networks, such as businesses, government departments and stakeholders involved in inward investment</p> <p>Retains responsibility for high levels of external and internal customer service through active feedback and a strong understanding of diverse customers</p> <p>Acts with high levels of trust and personal accountability and responds positively to change and opportunities for personal development</p> <p>A high level of commitment to delivery including excellent customer service</p> <p>Good interpersonal skills, with the ability to prepare clear, evidence based and well written reports appropriate</p> <p>Ability and willingness to accept responsibility and accountability</p>

Employment package

Salary up to £28,500 per annum depending on experience

28 days annual leave per annum

Flexi time policy

Generous contributory pension scheme

The position is offered on a fixed term basis or secondment opportunity to 31 March 2020. Extension is dependent on securing external funding

For an informal discussion about this role please contact Richard Byard, Director of Business Development on 07584 909508

To apply for this position please send your CV and a covering letter (max 4 pages) outlining your experience against the person specification above to:

Richard Byard, Director of Business Development, OxLEP, Jericho Building, Activate Learning - Oxford, Oxpens Road, Oxford, OX1 1SA or by email richard.byard@oxfordshireLEP.com

Closing date for applications is 12 noon 21 July 2017

Interviews will be held in Oxford on 2 August 2017