



OxLEP Business (Growth Hub) Manager Job Description

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 helping to deliver a complex agenda.

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

Job title: OxLEP Business Manager

Reporting to: Director of Business Development

Job purpose: To lead and deliver a high performing and effective business support service and team for Oxfordshire businesses. To oversee the delivery of externally funded contracts such as ERDF and BEIS.

This post is wholly funded by ERDF (European Regional Development Fund)

Salary: c£43k per annum – full time. This role is currently subject to job evaluation.

Contract duration: Fixed term to 30th September 2019 – potential for extension dependant on external funding. Secondment options considered for a minimum of six months

Responsible for: OxLEP Business (Growth Hub) Team and potential eScalate and Sociate ERDF projects subject to confirmation of funding

Main Duties:

- Keep under constant review and manage a proactive, co-ordinated and collaborative approach to business support across Oxfordshire involving multiple local and national stakeholders
- Compile, manage and provide accurate reports and financial claim processes for ERDF and BEIS and any other funding streams as appropriate

- Review and refresh the OxLEP Business service ensuring that project targets are met or exceeded
- Working collaboratively with the ESIF compliance manager to ensure activities and contracts procured relate to and are ESIF compliant
- Identify, apply for and manage any future business support opportunities
- Manage, review and refine external contracts and contractors that support ERDF and BEIS and other funders requirements being mindful of compliance requirements
- Develop, lead and promote the OxLEP Business service to Oxfordshire businesses, aligning all available resources including triage, local and national signposting, our team of Network Navigators, and the various products and services available
- Deploy and enhance existing networks of relevant contacts and stakeholders involved in business support. Build strong networks internally and externally, with local and national partners
- Strategically and effectively network and promote the OxLEP Business service to key groups and networks including regular attendance at events and through the OxLEP website and social media accounts to maximise awareness and take up
- Ensure effective business support data capture, management and reporting through the shared Oxfordshire client relationship management (CRM) system
- Be responsible for OxLEP business budget management and working with the wider team and ESIF compliance manager to manage and promote competitive grant competitions and claim process
- Constantly monitor and evaluate the performance of the team ensuring relevant reporting in a timely manner
- Lead the development and coordination of the Joint Oxfordshire Business Support (JOBS) community;

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 including maintaining business continuity;
- 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;
- Maintain a secure, accessible and fit for purpose work area.

The nature of this post will require flexibility to meet urgent work needs as they arise. This may entail some work outside normal office hours. The job description therefore is not intended to be exhaustive. The post holder will be expected to adopt a flexible attitude to the duties which may have to be varied after discussion, subject to the needs of the service and in keeping with the general profile of the post.

OXFORDSHIRE LOCAL ENTERPRISE PARTNERSHIP

SELECTION CRITERIA

**Job Title: OxLEP Business (Growth Hub) Manager
Job Description**

	Essential
Qualifications	<ul style="list-style-type: none">• Relevant degree or equivalent.• Evidence of relevant CPD.
Work Related Experience	<ul style="list-style-type: none">• Experience of managing Regional Growth Fund, European Regional Development Fund or equivalent business support/economic development programmes.• Significant experience of working in a fast paced multi stakeholder environment with a focus on delivery.• Experience of working in a complex project environment.• Two years' experience of managing external contractors and suppliers.• Experience in establishing personal credibility when dealing with colleagues, senior managers, partners and external agencies.
Specialist knowledge/Skills	<ul style="list-style-type: none">• Excellent knowledge and understanding of economic development and business support schemes.• Knowledge and experience in project management, stakeholder management, performance management and external bid writing.• Knowledge of the how best to engage the business community and particularly SMEs.• Knowledge and experience of client relationship management (CRM) systems and databases.
Personal Skills	<ul style="list-style-type: none">• A high degree of developed

	<p>customer service skills.</p> <ul style="list-style-type: none"> • Consistently manages towards high performance through appropriate feedback, communication and respect for individual difference. • Strong influencing skills across a number of agencies and with the business community. Extensive experience of leading, shaping and maintaining effective partnerships with local and national partners and stakeholders. • Makes decisions that take full account of value for money, cost management, efficiency and risk. • Excellent organisational skills with the ability to prioritise own workload and support others to meet their deadlines. • Proven ability to work on own initiative, multi-task, meet deadlines and maintain attention to detail. • Good numeracy skills and proven ability to maintain financial records. • Ability to communicate effectively with internal and external clients and staff, verbally and in writing. • Excellent experience of ICT systems, particularly Microsoft Office packages to include Word, Excel and PowerPoint.
<p>Other requirements</p>	<ul style="list-style-type: none"> • Valid driving licence and own transport, or be able to provide alternative, suitable method of travel. • Work outside of standard hours including evenings and weekends may be required from time to time including attendance at meetings and events as well as participation in out of hours in emergency situations.

Employment package

Salary up to £43k per year, depending on experience - subject to evaluation
28 day's annual leave per annum plus flexi time policy.

Generous contributory pension scheme.

The position is wholly funded by ERDF (European Regional Development Fund) and is offered on a fixed term contract to 30th September 2019 with scope to extend subject to confirmation of external funding.

How to apply

Please send your current CV with a covering letter (maximum of 4 pages) outlining your suitability for this position against the selection criteria via email with the subject OxLEP Business Manager Application to: info@oxfordshirelep.com

Closing date for applications: 17.00 on 23 October 2017

Interviews will be held in Oxford on Tuesday 31st October

If you wish to have an informal discussion about this role please contact Richard Byard, Director of Business Development, on 0345 241 1196.