

## JOB DESCRIPTION AND PERSON SPECIFICATION

Job title	Development Manager
Reporting to	Head of Strengthening Communities and Regional Development
Direct Reports	None
Grade	D
Location	Inverness
Duration	Fixed term to 31 December 2021

### Position overview

Highlands and Islands Enterprise (HIE) is an ambitious organisation with a unique remit from the Scottish Government that integrates economic and community development. With around 300 staff, HIE supports hundreds of businesses and social enterprises across the Highlands and Islands.

HIE works in a diverse region covering more than half of Scotland's land mass. HIE's three priorities are to: grow successful, productive and resilient businesses; create the conditions for growth; and build strong, capable and resourceful communities.

HIE's vision is for the Highlands and Islands to be a highly successful, inclusive and prosperous region in which increasing numbers of people choose to live, work, study and invest.

You will play a key role in the team in developing a vibrant and sustainable social enterprise sector in the Inner Moray Firth (IMF) area. You will engage at a senior level with partners and stakeholders, both local and national, to enable the delivery of projects and activities that offer sustainable social and economic impacts.

Aspects of this role will require the post-holder to represent at a senior level, the Area Team and other members of the area management team.

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

1. Work proactively to identify and support social enterprises (and some businesses where relevant cross-over of learning is possible) with potential to deliver social and economic impact. Take a lead role in enabling and supporting them to explore and develop innovative ways to become sustainable and to develop and realise their growth aspirations
2. 2 Represent the IMF Team in the delivery of HIE's support to the Highland Community Planning partnership and specifically attend the district partnership for Badenoch and Strathspey. Report to the IMF management team on any issues surrounding the partnership and contribute to the IMF team strategy for participating in community planning
3. Contribute towards HIE's place based approach by challenging and encouraging clients to consider where their projects and initiatives add value and complement other activity, proposed or underway, within the community
4. Enable clients to be ambitious, and develop robust relationships in order to gain a comprehensive understanding of the business and its strengths, weaknesses and opportunities, to enable HIE to support clients in a rounded and agile manner
5. Take a lead role in developing relationships with project partners, key funders and organisations working in the social enterprise sector, and identify funding opportunities, both regional and national
6. Assess and review development proposals
7. Work closely with the area team and other HIE colleagues and represent HIE at senior level at internal and external meetings as required
8. Support other area office initiatives and projects, and undertake operational responsibilities etc. as required
9. Promote a climate of accountability, openness, collaboration and innovation
10. Ensure appropriate compliance with all aspects of HIE governance, including risk management and HIE audit and compliance requirements
11. Ensure optimum use of internal management systems
12. 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: contributory staff pension arrangements which includes life assurance, generous annual leave entitlement, employee assistance programme and a variety of flexible benefits, e.g. cycle to work scheme, gym subsidy and other staff discounts.

## Our commitment to equality and diversity

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 gender, race, disability, religion, national origin, ethnicity, sexual orientation, age or marital status.

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

This diversity and the sharing of knowledge, skills and experience make us a stronger organisation. These are qualities we value and continue to enhance.

KEY CRITERIA	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>▪ Degree level qualification or equivalent work experience</li> </ul>	<ul style="list-style-type: none"> <li>▪ Post graduate/professional qualification in a relevant discipline</li> </ul>
Work experience	<ul style="list-style-type: none"> <li>▪ Knowledge of local social enterprise and community activity</li> <li>▪ Experience of project appraisal (including detailed financial analysis)</li> <li>▪ Experience of project management</li> <li>▪ Previous experience developing effective public/private partnerships</li> <li>▪ Proven experience engaging at strategic level with organisations in the public, private and third sectors</li> <li>▪ Experience of working in an environment with high standards of governance and accountability</li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience of working with a range of public sector agencies</li> <li>▪ Experience of supporting social enterprise growth activity</li> <li>▪ Involvement in multi-agency/partner projects</li> </ul>
Skills and abilities	<ul style="list-style-type: none"> <li>▪ An interest in place based and community led development</li> <li>▪ Strong understanding of business development and planning</li> <li>▪ An ability to analyse and interpret financial accounts</li> <li>▪ Client management skills</li> <li>▪ Strong interpersonal and communication skills</li> <li>▪ Ability to establish and develop effective working relationships</li> <li>▪ Strong negotiation skills</li> <li>▪ Ability to engage with and influence stakeholders across all sectors</li> <li>▪ Good presentation skills</li> <li>▪ A high standard of IT literacy</li> </ul>	<ul style="list-style-type: none"> <li>▪ Knowledge of the Highlands and Islands area and economy (in particular the Inner Moray Firth area)</li> <li>▪ Knowledge of the principles of social enterprise and social impact measurement</li> <li>▪ Gaelic language skills (speaking, reading or writing)</li> </ul>

	<ul style="list-style-type: none"><li>▪ Strong interpersonal and communication skills</li><li>▪ Confident and articulate communicator who can adapt approach to stakeholders</li></ul>	
Job circumstances	<ul style="list-style-type: none"><li>▪ Full current driving licence and access to a vehicle or alternative means of transport</li><li>▪ Flexibility to travel as required and on occasion undertake work in the evening</li></ul>	

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 fhearras sinn sa Bheurla.