

## JOB DESCRIPTION AND PERSON SPECIFICATION

Job title	Senior Finance & Investment Manager
Reporting to	Regional Head of Business Growth, Entrepreneurship and Programmes
Direct Reports	None
Grade	F
Location	Inverness, other HIE office locations will be considered

### Position overview

Highlands and Islands Enterprise (HIE) is the Scottish Government's economic and community development agency for a diverse region which covers more than half of Scotland. HIE aspires to generate sustainable economic growth in every part of the Highlands and Islands through supporting innovation, investment, internationalisation and inclusive growth.

This post will be the strategic lead for increasing external investment and funding into business across the region leading to significant growth. The post holder will lead on the delivery of HIE's ambition to increase the flow of investment into H&I's businesses and be involved in shaping and influencing Scotland's strategy and approach to investment.

The role will work across Scotland and the rest of the UK, in key investment areas, to promote opportunities for investment and play a key role in matching investment funds with the right businesses across the region. This role will provide important support to account managers to shape investment and financing solutions for clients drawing in external support and advice.

The post holder will lead HIE's engagement with key internal and external stakeholders, including; the local businesses, financial institutions and the investor community, to help shape and deliver opportunities for significant business growth across the region.

A key part of this senior 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 autonomously to identify, establish and develop strong strategic relationships with a range of investors, investor groupings, funding sources and intermediaries who can support Highlands and Islands (H&I) companies seeking finance, keeping abreast of new products in the market
2. Raise the profile of business investment opportunities and the region itself as an attractive place to invest and generate returns, to ensure increased investment in the H&I
3. Develop and deliver a comprehensive, co-ordinated programme of support to the H&I business base to increase awareness of sources of funding, with the aim of ensuring there is a flow of high quality opportunities to attract investment
4. Work closely with the Scottish Investment Bank (SIB) and other appropriate providers to facilitate 'Funder Readiness' support and information awareness sessions across the region, so businesses are as well placed as possible to access finance
5. Develop an internal communications strategy to disseminate information to area teams and account managers in relation to types of finance available, eligibility, investor requirements and key processes
6. Capture and share information on emerging trends and new products so that businesses benefit from the latest thinking in access to finance and these products are readily accessible for businesses across the region
7. Provide significant influence and input to HIE's investment strategy with key internal colleagues to shape HIE's approach to investment and risk appetite
8. Work with Scottish Government, Scottish Investment Bank, Scottish National Investment Bank and partners to develop policy around access to finance and investment across the region and influencing key decision makers
9. Work with HIE's marketing team to boost the profile of successful investments and opportunities in businesses across the region to help reduce the perceived barriers to attracting larger-scale investment
10. Support account managers in shaping complex, novel, sensitive and challenging investment proposals which will include multiple partners and focus on grant, loan and equity investment
11. Promote a climate of accountability, openness, collaboration and innovation
12. Ensure appropriate compliance with all aspects of HIE governance, including risk management and HIE audit and compliance requirements
13. Ensure optimum use of internal management systems
14. 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>• Educated to degree level in a business, accountancy, banking or investment related subject, or an extensive period of equivalent relevant experience.</li> </ul>	Post Graduate or industry related professional qualification in related discipline
Work experience	<ul style="list-style-type: none"> <li>• Experience of working at a senior level within the public or private sector to deliver a significant programme of activity.</li> <li>• Strong knowledge of the investment market and different types of potential finance and investment.</li> <li>• Extensive experience in developing influential and collaborative relationships with key stakeholders, both internal and external, with an ability to deal with difficult and sensitive situations both in the public and private sector</li> <li>• Strong track record of managing multiple complex tasks and projects, often of competing priorities</li> <li>• Experience of working in multi-disciplinary teams and across organisational boundaries to deliver key business objectives on time and within set parameters</li> <li>• Experience of working in an environment with high standards of governance and accountability.</li> </ul>	Knowledge of working in the investment sector
Skills and abilities	<ul style="list-style-type: none"> <li>• Excellent inter-personal and communication skills with evidence of an ability to communicate, present, influence and negotiate at strategic and senior levels</li> <li>• The ability to develop long term strategies, within a complex and changing environment alongside senior colleagues</li> <li>• The ability to devise and implement innovative solutions to problems and engaging with stakeholders of all levels</li> <li>• Outstanding written communication skills with the ability to write documents which are compelling, highly creative, engaging and unambiguous</li> <li>• Strong verbal communicator able to deliver high impact and creative presentations</li> <li>• A client and solutions-focussed proactive approach</li> <li>• Strong time management and project management skills with a flexible approach to work</li> </ul>	Gaelic language skills (speaking, reading or writing)

	<ul style="list-style-type: none"><li>• Personal commitment and enthusiasm for your own continuing professional development</li><li>• Self-disciplined, able to work without supervision</li></ul>	
Job circumstances	<ul style="list-style-type: none"><li>• Willing to work out of office hours if required</li><li>• Flexibility to travel, which will include regular overnight stays across Scotland and the UK with occasional international travel</li><li>• Full current UK driving licence with access to a vehicle</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-ionnanachd 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.