

JOB DESCRIPTION AND PERSON SPECIFICATION

Job title	Senior Development Manager
Reporting to	Head of Strengthening Communities and Regional Development
Direct Reports	None
Grade	E
Location	Inverness

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.

You will be responsible for providing a significant contribution towards the delivery of the priorities within the Scotland Economic Strategy (SES) and the achievement of team targets, as well as managing HIE's relationship with a number of regionally significant organisations.

You will undertake a senior development role with companies with growth to facilitate economic development, lead on projects with clients and partner organisations to provide the foundations for company growth, represent HIE at a senior level at external meetings with clients, partners and stakeholders, project manage complex projects and novel projects, and use your influencing and negotiating skills to develop and manage regionally significant investments in support of the area's development.

A key part of this role will be to stimulate and support the development of key infrastructure and business development opportunities in and around the Inner Moray Firth area. Maintaining a watching brief on the local commercial property market and liaising with HIE's core property team to help inform on specific market requirements will help to support this.

You will also manage a number of key major employers, some of which are considered to be regionally strategic with ambitious growth plans, all of which contribute to the delivery of HIE's four strategic priorities.

You will also have an important role in ensuring HIE plays an effective part in local Community Planning, taking specific responsibility for HIE's involvement in the Nairn Community Planning Partnership, working with other community planning partners and communities to identify and address inequalities through the Locality Plans being developed in individual areas.

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. Account manage identified key clients at a senior level (growth businesses, social enterprises or key strategic partners) in order to maximise their economic impact in the area
2. Work in collaboration with HIE's infrastructure and sectoral teams to support infrastructure projects such as Nigg, Ardersier and the Cromarty Firth cluster of developments
3. Lead on the progression and implementation of regionally significant investments in support of client developments
4. Represent the Inner Moray Firth (IMF) area team in the delivery of HIE's support to the Highland Planning partnership and specifically attend the district partnership for Nairn.
5. Report any issues surrounding the partnerships mentioned above to the IMF management team, and contribute to the IMF team strategy for participating in community planning
6. Support the development of HIE's Regional Significant Investment proposition and strategy around Loch Ness and the Great Glen
7. Delivery of main account management duties across area office boundaries to provide cross-area knowledge to clients in multiple locations
8. Lead on and fully participate in multi-stakeholder account teams formed around key strategic projects or client
9. Represent HIE at a senior level at local and national partnerships and strategic workshops
10. Oversee the management of HIE's property portfolio within the IMF area (excluding Inverness Campus) ensuring that it is in good repair and every opportunity is taken to lease vacant property to suitable tenants
11. Retain a strategic overview of the commercial market in the IMF area, initiating measures where there may be market failure and propose action to address this
12. Oversee and monitor specific budget spend and commitment, and report as agreed to Line Manager
13. Ensure the highest standards of project appraisal, due diligence and compliance
14. Use your own judgement to prioritise work with clients, colleagues and partners to develop a pipeline of projects for the area
15. Lead on key client relationships with senior representatives of the significant businesses operating within the IMF area
16. Undertake verbal and written briefings on key growth projects for Ministers and HIE's Leadership Team
17. Promote a climate of accountability, openness, collaboration and innovation
18. Ensure appropriate compliance with all aspects of HIE governance, including risk management and HIE audit and compliance requirements

19. Ensure optimum use of internal management systems
20. 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"> ▪ Degree qualified in a relevant business discipline 	<ul style="list-style-type: none"> ▪ Further/Higher Education qualification in a relevant discipline ▪ Professional property qualification
Work experience	<ul style="list-style-type: none"> ▪ Demonstrable experience working in a similar role ▪ Experience of working at a senior level with or in the private sector to deliver significant business growth ▪ Experience of appraising projects (including detailed financial analysis) and implementing complex business proposals ▪ Experience of influencing and decision making at a senior level ▪ Experience of working in an environment with high standards of governance and accountability ▪ Experience of working as part of a team but also ability to work on own initiative 	<ul style="list-style-type: none"> ▪ Experience of working with the private sector ▪ Previous experience of working in an economic development environment
Skills and abilities	<ul style="list-style-type: none"> ▪ Project and financial appraisal ▪ Account Management ▪ Business Analysis ▪ Project Management ▪ Communication, influencing and negotiating ▪ Budget management ▪ Report writing and presenting ▪ Business finance and an ability to read accounts 	<ul style="list-style-type: none"> ▪ Good local knowledge of the Inner Moray Firth area, key businesses and sectors ▪ Knowledge of the principles of economic development ▪ Knowledge of the Property sector within the Highlands and Islands and Scotland ▪ Ability to become competent in the use of in-house systems quickly ▪ Gaelic language skills (speaking, reading or writing)

	<ul style="list-style-type: none">▪ Strong IT skills, particularly in the use of Microsoft Office systems▪ Ability to work under pressure and to tight deadlines▪ Self-disciplined, able to work without supervision	
Job circumstances	<ul style="list-style-type: none">▪ A full current driving licence and access to a vehicle▪ Flexible – willing to work out of office hours if required▪ Ability to travel	

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. Freagarradh sinn conaltradh sa Ghàidhlig ceart cho luath 's a fhreagras sinn sa Bheurla.