



Highlands and Islands Enterprise
Iomairt na Gàidhealtachd 's nan Eilean

Job description and person specification

Job title	Head of Business Growth and Investment - Argyll and Islands
Reporting to	Area Manager - Argyll and the Islands
Direct Reports	TBC - None during the initial onboarding period (up to six months). Four direct reports once fully inducted.
Grade	E
Duration	Permanent
Location	Lochgilphead/hybrid working
Hybrid working	Whilst the base for the role is Lochgilphead, and there will be a requirement to attend the office, we have a flexible approach to working and can consider hybrid working for applicants.

Organisational overview

We're Highlands and Islands Enterprise, the Scottish Government's economic and community development agency for a region covering more than half of Scotland, including more than 90 inhabited islands. We work with communities, enterprises, and stakeholders to unlock our region's potential for growth and progress, while driving fair work and net zero practices. Our purpose is to build and sustain a greener, fairer and more resilient region that benefits everyone. We offer support and investment to a wide range of projects that deliver on our priorities, which include a growing workforce, increased productivity, innovation and wages, and a just transition to net zero.

Position overview

In the Head of Business Growth and Investment role you will lead a small team working with a range of businesses across Argyll and the Islands. You will have a leading role in overseeing, managing and growing the Argyll client portfolio. Part of this role requires cross

team working with the Argyll area's strengthening communities team and projects & partnerships team, where flexibility and agility in approach is essential.

Working with HIE's wider Argyll area team along with other Heads of Team, you will be responsible for helping achieve HIE's strategic priorities, particularly in building economic capacity and confidence and enabling and empowering businesses to achieve sustainable growth. Key priorities are to support HIE's client base in their transition to net zero and adopting fair work practices.

The post-holder will also work flexibly and collaboratively with colleagues in HIE's community and enterprise support and strategic projects directorates.

Aspects of this role will require the post holder to represent HIE at a senior level.

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

- Provide leadership and line management for the business growth team working closely with other team heads, area manager and wider colleagues. Inspire, motivate and develop others.
- Work proactively with Team Heads and partner agencies to identify and support businesses with the potential to deliver social and economic impact.
- Manage and oversee the Argyll and the Islands business client portfolio.
- Take a leading role in supporting clients to realise their growth aspirations, particularly high impact, and clients with more complex requirements.
- Enable clients to be ambitious and develop robust relationships in order to gain a comprehensive understanding of their strengths, weaknesses and opportunities, to enable HIE to support clients in a rounded and agile manner.
- Lead and/or support the development of a number of key projects and/or partnerships within the area, developing strong relationships with partner organisations from the public and private sectors.
- Contribute towards HIE's place-based approach by encouraging clients and partners to consider where their projects and initiatives add value and complement other activity, proposed or underway, within the community.
- Assess and review development proposals, including complex projects, and provide advice and guidance to team members who are appraising applications for assistance when required, and taking on the role of senior responsible owner where appropriate.

- Develop an awareness of other key funders and help identify funding opportunities, both regional and national.
- Represent HIE at senior level in external meetings with partners, stakeholders and clients.
- Promote a climate of accountability, openness, collaboration and innovation
- Ensure compliance with all aspects of HIE governance, including risk management, handling conflicts of interest, and ensuring HIE's audit and compliance requirements are met
- Ensure optimum use of internal management systems, including the timely and accurate creation and maintenance of client records.
- 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 excellent contributory staff pension arrangements, life assurance, generous annual and special leave entitlements, flexible working, continuing professional development and a variety of staff benefits, e.g., employee assistance programme, employer supported volunteering, cycle to work scheme, health and wellbeing club membership subsidy and other staff discounts.

Aspiring to make a difference

HIE is an outward-looking, forward thinking, customer-focused organisation whose staff are empowered to use all their talents, skills, and knowledge.

For over 55 years HIE's activities have been characterised by a drive to innovate and make a difference and our staff identify very strongly with this. The strength of HIE's culture is evidenced by a committed workforce passionate about building a prosperous, inclusive, and sustainable region attracting more people to live, work, study, invest and visit.

HIE's organisational values:

- We are passionate about our purpose and proud to make a difference to the region we serve
- We are outward-looking and think long-term
- We are customer-focused
- We work together and learn from each other

- We are committed to excellence and innovation
- We encourage diversity and respect each other
- We network and collaborate - inside and out
- We listen and communicate clearly

Our commitment to equality, diversity, and inclusion

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

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


This diversity and the sharing of knowledge, skills, and experience make us a stronger organisation. These are qualities we value and continue to enhance which are in line with our people values.

As a public sector employer, HIE has a key focus on the wider social inclusion agenda. HIE is accredited as a Living Wage employer and supports a number of national initiatives ranging from; demonstrating commitment to the Social Impact Pledge, encouraging volunteering, engaging in the Digital Public Services agenda, meeting the Investors in People standard, developing the young workforce, adopting fair work principles as well as being recognised nationally as an award-winning family friendly employer by Family Friendly Working Scotland, Carers Scotland, and Working Families UK.

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 fhreagras sinn sa Bheurla.

KEY CRITERIA	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Qualifications in business, economics, finance, or related discipline, or relevant skills and work experience at SCQF Level 9 (e.g. Degree, Graduate Diploma) 	<ul style="list-style-type: none"> • Further/Higher Education qualification in a relevant discipline.
Work experience	<ul style="list-style-type: none"> • Experience of working at a senior level within the public or private sector to deliver significant business growth • Experience of leading and motivating a team • Experience of appraising (including detailed financial analysis) and implementing complex business proposals • Experience 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 in account management or relationship management role
Skills and abilities	<ul style="list-style-type: none"> • Effective people management skills • Highly numerate with outstanding analytical skills, able to interpret data and present is in a compelling manner • Outstanding written communication skills with the ability to write documents which are coherent, creative, engaging and unambiguous. • Strong IT skills, particularly in the use of Microsoft office, e.g. Word, Excel and Outlook • Ability to build strong relationships, develop trust, openness and influence • Problem solving ability in relation to technically complex or conceptually abstract ideas 	<ul style="list-style-type: none"> • Gaelic language skills (speaking, reading, or writing) • Carbon literacy/willingness to learn about carbon literacy



	<ul style="list-style-type: none">• Project management experience for complex and demanding projects• A solutions-focused proactive approach with an ability to understand and anticipate clients existing and future development needs• Strong verbal communicator able to deliver high impact and creative presentations of complex solutions and concepts• Knowledge of Argyll and the Islands area, key economic drivers, and opportunities and barriers for economic growth.	
Job circumstances	<ul style="list-style-type: none">• Willing to work out of hours if required.• Ability to travel• A full, current driving licence and access to a vehicle	