

**Job Title:** Senior Business Adviser

**Location:** Bases across Yorkshire and Humberside

**Accountable to:** Head of BCRC

**Salary:** £28K

**Hours:** 37 hours per week

**Leave:** 20 days holiday plus 3 discretionary days over the Christmas period plus 8 bank holidays.

**Closing date:** 26<sup>th</sup> February 2010

**Contents:**

**Useful information when applying for this job:**

- Main objectives
- Key responsibilities
- Person specification including competencies

**In addition please read:**

- Additional information for applicants
- Guidance notes (for completing the application form)

## Senior Business Adviser

### Overview of the role

Senior Business Adviser, reporting to the Head of BCRC, you will be responsible for:

- The line management of a team of Business Advisers (BA's), having responsibility for either, South Yorkshire and Humberside or West Yorkshire and North Yorkshire
- Contributing to setting and monitoring targets for BA's to ensure the team achieves the agreed targets and outputs

Providing line management and support to BA's in the establishment of effective networks to ensure the delivery, and achievement of outputs.

Performing a BA role, BA's are the front line of BCRC's work. They are largely responsible for the success of the project, and are supported to ensure they can assist SME's to achieve and exceed targets. They are responsible for working face to face with business people to increase the security of their business.

There will be responsibility for generating leads and achieving targets, spending considerable time out in the business community, actively supporting businesses.

There is the opportunity to use initiative to be responsive to client needs. Personal development will be encouraged to ensure businesses benefit, formulate new services and influence the strategy and direction of BCRC.



Project Part-Financed  
by the European Union  
European Regional  
Development Fund

This post is part financed by the European Regional Development Fund

## Key Responsibilities

- Line management of a team of BA's working at different locations in Yorkshire and the Humber.
- Work with the Head of BCRC and Data and Performance Manager so that targeted activities are undertaken, monitored and reported.
- Ensuring that there is a consistently high quality service to businesses, which meets clients' needs and delivers the projects targets, outputs and outcomes.
- In conjunction with the Head of BCRC ensure that BA's performance targets are met on-time and within budget.
- Assist BA's with the development and delivery of Business Collaboration Networks
- In addition to a line manager role, an SBA is expected to achieve agreed targets in line with other members of the team (for further detail of this role, please read the Business Adviser application pack).
- Arrange, plan and chair team meetings on a monthly basis to ensure performance is driven and understood as across the team
- Identify needs and contribute to training events for members of the team
- Liaise with BCRC management team and other PUAC functions to ensure BCRC achieves consistently high standards of performance to exceed targeted outputs

*These key responsibilities cannot cover every issue or task that may arise within the post at various times and the post-holder will be expected to carry out other duties from time to time which are broadly consistent with those in this document.*

## Diversity

All staff should adhere to PUAC's Equality and Diversity policy framework and will be expected to play a role in its successful implementation

| <b>Person Specification</b>       |  |                                  |
|-----------------------------------|--|----------------------------------|
| <b>Competency</b>                 | <b>Essential</b>   | <b>Desirable</b>                 |
| <b>Knowledge &amp; Experience</b> |  |                                  |
| 1.                                | Experience of performance related staff management   | ✓                                |
| 2.                                | Experience of field based staff management   | ✓                                |
| 3.                                | Experience of working with SME's (preferably in a business support context).   | ✓                                |
| 4.                                | Demonstrable experience of working in crime reduction or security  | ✓                                |
| 5.                                | Good knowledge of Microsoft Office applications including Word, Excel, PowerPoint email and internet.  | ✓                                |
| 6.                                | Current knowledge of ICT security.   | ✓                                |
| 7.                                | Full, clean UK Driver's Licence and use of own car   | ✓                                |
| <b>Competencies</b>               | <b>Personal Working Style</b> <ul style="list-style-type: none"> <li>• A high achiever, leading by example, an excellent role model for others to follow</li> <li>• A self-starter</li> <li>• Well developed interpersonal skills</li> <li>• Ability to work without close supervision</li> <li>• Ability to manage a remote team</li> <li>• Desire to learn and keep up to date about physical and ICT security issues</li> <li>• Commitment to continual professional development</li> </ul> | <br><br><br><br><br><br><br><br> |
|                                   | <b>Client Focus</b> <ul style="list-style-type: none"> <li>• Identifies needs of clients and strives to deliver a prompt, effective and tailored service to</li> </ul>   | <br>                             |

|  |  |                              |                |
|--|--|------------------------------|----------------|
|  | meet or exceed their expectations.   |                              |                |
|  | <b><i>Personal Workload Management</i></b> <ul style="list-style-type: none"> <li>• Establishes priorities and develops clear and logical plans to achieve targets.</li> <li>• Monitors performance and progress against objectives, and takes action to ensure deadlines, targets and outcomes are achieved.</li> <li>• Manages time and resources effectively.</li> </ul>                | <br>✓<br><br>✓<br><br>✓      |                |
|  | <b><i>Working with others</i></b> <ul style="list-style-type: none"> <li>• Excellent networker</li> <li>• Develops effective working relationships with staff, clients and other external contacts</li> <li>• Identifies common ground and mutual interests with diverse groups and individuals</li> <li>• Identifies and maximises effective contact with project stakeholders</li> </ul> | <br>✓<br>✓<br><br>✓<br><br>✓ |                |
|  | <b><i>Effective Communication</i></b> <ul style="list-style-type: none"> <li>• Communicates clearly and accurately – both verbally and in writing.</li> <li>• Ability to influence</li> <li>• Good presentation skills</li> <li>• Good listening skills</li> </ul>   | <br>✓<br><br>✓<br>✓<br>✓     |                |
|  | <b><i>Valuing others</i></b> <ul style="list-style-type: none"> <li>• Sensitive to the needs of others, demonstrating respect and an interest in their views.</li> <li>• Diplomatic in difficult situations</li> </ul>   |                              | <br>✓<br><br>✓ |

Please Note: You will be required to undergo a CRB Disclosure Check