

Job Description

Job Title	Business Adviser
Reporting to	Head of / Team Manager, Advice
Purpose	Provide support to businesses through programmes delivered by Newable on behalf of local & national government and other organisations/funders

Key Responsibilities	Specific Tasks	Business Objective
To facilitate a holistic analysis of client businesses to gain an in-depth understanding of their current performance and potential for growth.	<ul style="list-style-type: none"> To use available and specified diagnostic tools in order to identify appropriate support. Understand and communicate the key business issues affecting the profitability and growth of an enterprise, along with the factors leading to success in doing business. Demonstrate knowledge of the strategic choices, practical process and current issues to be credible with clients. Ensure a professional client journey and encourage clients to engage with Newable and its partners, stakeholders and funders 	To ensure support services are provided to clients as determined by the parameters of programs delivered
Helping companies to strengthen their innovation potential through one-to-one and group advisory sessions.	<p>Deliver one-to-one and group advice sessions to SMEs with the aim of supporting the long term strategic development of their innovative capacity and strengthening their competitiveness, including:</p> <ul style="list-style-type: none"> Using experience as well as internal and external processes to locate relevant commercial and/or technical cooperation partners for SMEs Carrying out specialist technology audits to support SMEs Act as a credible strategic coach and mentor to client businesses to identify them and support them in their development. 	To ensure outputs are met and delivered to a high standard and achieve growth and partnership opportunities for programme clients.

<p>Promotion of local and national funding opportunities for SMEs.</p>	<ul style="list-style-type: none"> • Provide targeted funding support to promote more dynamic and internationally competitive SMEs. • Run events, deliver one to one training sessions, write case studies and blogs to promote Newable and its partners, stakeholders, clients and funders 	<p>To ensure outputs are met and delivered to a high standard and ensure SMEs access public funding and other finance sources.</p>
<p>Helping companies to access local and national funding and private finance.</p>	<ul style="list-style-type: none"> • Identify local and national funding opportunities that suit companies' business needs. • Advising companies during funding application processes. • Identify sources of finances available to companies. • Help companies be investor ready. 	<p>Ensuring clients receive appropriate advice and are able to access funding and private finance.</p>
<p>To select business support services that meet the agreed needs, from the full range of private and public sector providers</p>	<ul style="list-style-type: none"> • Maintain knowledge of the network, through attendance at events and other networking opportunities. • Identify business needs and signpost as necessary and appropriate. • Organise events, as agreed at regional level, to promote various initiatives. • Organise and co-organise company missions and business matchmaking events with network colleagues and ensure a relevant level of attendees. • Work as part of the wider local delivery organisation team referring companies to the other advisers where appropriate and in the interests of the company. • Act as a sounding board for customers, encourage them and provide clarity and direction when uncertain, communicate news and explain client's responsibilities. 	<p>Ensuring clients receive appropriate advice and are able to access relevant publicly or privately provided services.</p>

Candidate Profile

Element	Essential	Desirable
Skills	<ul style="list-style-type: none"> • Able to express ideas clearly, both verbally, face-to-face, by telephone, and in written communications and actively listen to others logically and accurately. • Able to accomplish goals by efficiently establishing an appropriate course of action for self and others. • Good financial, analytical, reasoning and decision-making skills. • From a risk perspective, ability to assess pitch decks, business plans, financial accounts and ancillary information, including personal assessment of potential borrowers. • Research skills, particularly relating to national and local SME support. • Keep and maintain detailed, accurate records of actions, outcomes and communications 	<p>Knowledge of SME development issues.</p> <p>Knowledge of other business disciplines (HR, Finance etc.) that impact on business performance.</p> <p>Strong communication skills.</p> <p>Excellent social skills.</p> <p>Effective networker.</p>
Qualities	<ul style="list-style-type: none"> • Effective in identifying problems, seeking pertinent data and recognising important information to solve complex problems and deal with new issues. • Actively influences events, rather than passively accepts them, sees opportunities and acts on them and originates action. • Actively participates as a full member of a team, effectively contributing and sharing information even when it is of no direct personal interest. • Willingness to learn, team player, with a positive outlook. 	<p>Interpersonal sensitivity and rapport.</p> <p>Quick thinker.</p> <p>Decision maker.</p> <p>Sense of humour.</p>

	<ul style="list-style-type: none"> • Flexibility and openness. • Drive and determination. 	
<p>Knowledge and Experience</p>	<ul style="list-style-type: none"> • Proven experience in the provision of business advice and support. • Strong understanding/proven knowledge of the concept of business management. • Ability to act as a highly credible business adviser with good understanding of the challenges/barriers to growth faced by SMEs. • Familiarity with at least some consulting approaches and tools to recognise and address barriers to successful business growth and management. • In-depth knowledge of the support required to enable companies to reach their growth potential and an understanding of the available support infrastructure at all levels. • Ability to develop strong relationships with senior management in SME companies and with a wide range of business support specialists. • Refined networking, business development and advocacy skills. • Knowledge of UK government and local funding programmes and policies. • Experience of public speaking at formal events. • Knowledge/experience of licensing, technology transfer IPR issues & commercial. 	<p>Background in either an analytical position or financial services.</p> <p>Demonstrable interest in and understanding of venture capital investment.</p> <p>An interest in business and the wider economy and the opportunities for SMEs.</p> <p>Specialist knowledge or experience in a particular business functional area or sector.</p> <p>Knowledge of the business life-cycle, growth and the barriers therein.</p> <p>Knowledge of London, regional and national business support providers.</p> <p>Language skills.</p>

	<ul style="list-style-type: none"> • Experience of working with start-up early stage companies. 	
Qualifications	Graduate calibre	Small Firms Enterprise Development Initiative (SFEDI) or equivalent business qualification preferred.
Other	<p>The following is a guide to the behaviour expected from a Business Adviser:</p> <ul style="list-style-type: none"> • Observe high standards of personal honesty and integrity, and act impartially. • Must not lay themselves open to suspicion of dishonesty. • Discharge duties reasonably, comply with the law, including international law and treaty obligations and uphold the administration of justice. • Deal with the affairs of the public sympathetically, efficiently, promptly and without bias or maladministration. • At no time engage in activities that might bring discredit on Newable and their clients • Should not misuse their position or information acquired in the course of their duties to further their private interests or those of others. • Must not put themselves in a position where their duty and private interests conflict or cause such suspicion. • Must not make use of their position to further their own or others' private interests. • May not engage in consultancy work on behalf of any company with which Newable and its clients have a contractual relationship or some other close official relationship. • Must not accept gifts, hospitality or benefits of any kind from a third party that might be seen to compromise their personal judgement or integrity and should consider very carefully propriety or possible conflict of interest. • Neither the Business Adviser nor any member of their family should accept a gift or hospitality, which would, or might, appear to place the officer under any obligation to the donor, compromise their impartiality or otherwise be improper. • Before accepting any hospitality, the Business Adviser should be satisfied that it is conventional hospitality, normal and reasonable in the circumstances, is in the interest of the provision of the business support services and will contribute to its objectives. Also consider: <ul style="list-style-type: none"> • The perceived value and whether it will give rise to criticism. • The frequency - is it more than would be regarded normal. • The potential for embarrassment. • The nature of any relationship with the Innovation Team. • All hospitality must be registered. • Ensure their attitude towards others carries no trace of 	

	<p>unfair discrimination affecting working relationships, behaviour or judgement. Habit and lack of thought is no excuse.</p> <p>All staff has the right to be treated with dignity and respect whilst carrying out their duties or on the Company's premises. Harassment or bullying in any form is totally unacceptable.</p>
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Conditions and Remuneration

Starting salary	£42,000
Benefits	Newable Benefits Package
Hours	35 hours per week
Holidays	25 days per annum

Newable is committed to equal opportunities for all, irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation, or any other protected grounds. Disabled people who meet all of the essential criteria will be invited to interview.