

## Business Relationship Manager (International) - Person Specification

Requirements	How measured
E = Essential	A= Application
D = Desirable	I = Interview
	T= Test (either psychometric or practical)

Description	E or D	How
<b>1 Knowledge and Skills</b>		
1.1 Experience of setting up a business project from early stage, planning and implementing the delivery to achieve the required outcomes	E	AI
1.2 Experience of reviewing and providing feedback on both business plans and financial forecasts to check the viability of the business idea	E	AI
1.3 Previous experience working with a variety of businesses across multiple industries	E	AI
1.4 Experience working with start up entrepreneurs or existing businesses	E	AI
1.5 Experience of working with investors	D	AI
1.6 Previous experience engaging with the business community	E	AI
1.7 Experience working with innovation and technology	D	AI
1.8 Experience of project management in a Third Sector environment	D	AI
1.5 Excellent organisational skills to include: <ul style="list-style-type: none"> <li>Convene and host meetings, operational, both internally and externally and follow through required actions</li> <li>Develop action plans and strategy to ensure the success of the project</li> <li>Capture and record data and effectively maintain the CRM system and spreadsheets and ensure appropriate evidence gathering, analysis, outcome and project milestone reporting</li> </ul>	E	I
1.4 Must have administration skills with proficiency to: <ul style="list-style-type: none"> <li>Excellent IT skills; Word Processing, Spreadsheets, Databases, PowerPoint, Email and Web</li> <li>Excellent writing and numerical skills and experience in producing reports and materials for senior internal and external audiences</li> </ul>	E	AI
1.5 Ability to verbally communicate effectively with a range of people and across all levels; clients, business mentors, 3 <sup>rd</sup> party partnerships, contract representatives	E	AI
1.6 Able to speak in public, make presentations at events, and display information effectively		
1.7 Effective networker	E	I
1.8 Good understanding and ability to effectively use social networking tools (i.e. Facebook, LinkedIn and Twitter) to promote services, engage and develop relationships	E E	AI AI
1.9 Able to manage changing circumstances and adjust working practices as required	E	I
1.10 Highly motivated with strong time management skills and ability to work to deadlines and under pressure	E	AI
1.11 Able to work in a team as well as independently and ability to get on and treat fairly a wide range of people	E	I
1.12 Ability to research, synthesise and analyse information	E	IT

<b>2</b>	<b>Management and Supervision</b>		
2.1	Experience of effectively managing staff, and managing external partnerships and relationships	E	AIT
2.2	Experience of working with other providers; supervising and coordinating the support for to achieve their target outcomes	E	AI

<b>3</b>	<b>People and Contacts</b>		
3.2	Able to work reliably and responsibly as a team with internal projects and demonstrating <i>cross-selling</i> to achieve overall organisational goals	E	AI
3.3	Working with external colleagues and partners across boundaries to achieve project targets	E	I

<b>4</b>	<b>Accountability and Resources</b>		
4.1	Evaluating project performance against internal quality standards, evaluation and development of self through the induction, review and appraisal process and within ISO	E	I
4.2	Monitoring projects – working towards KPIs and achieving all outputs and outcomes as required	E	IT
4.3	Ensuring all activities are focussed on meeting targets outlined	E	IT
4.4	Managing information and ensuring accurate and timely reporting and to required deadlines	E	I

<b>5</b>	<b>Job Impact</b>		
5.1	Determination to seek to improve quality of performance	E	I
5.2	Undertake relevant training to keep abreast of the changing environment	E	I
5.3	Keep up to date with the wider arena by attending appropriate events/ courses	E	I

<b>6</b>	<b>Independence and Judgement</b>		
6.1	Able to work with minimum supervision using initiative, multi-tasking, thinking on your feet, and responding appropriately to urgent situations	E	AI
6.2	Able to identify problems, analyse the relevant factors and through the use of appropriate information, suggest effective solutions	E	AIT
6.3	Able to accept responsibility for meetings and partnership needs, demonstrating flexibility and pride in delivering work of the highest quality	E	AI

<b>7</b>	<b>Other Attributes</b>		
7.1	Reflect and embrace the mission, vision and values of Community & Business Partners	E	IT
7.2	Be flexible with notice to attend community events and activities between early mornings and late evenings.	E	I
7.3	Car owner with access to a car and full licence holder	E	I