

## **Job Profile: Business and Enterprise Coordination Officer**

**Job Title: Business and Enterprise Coordination Officer**

**Job Grade: Level 4, Zone 1**

**Salary Range: £40,652 - £46,779**

### **About Camden**

Camden is building somewhere everyone can thrive, by making our borough the best place to live, work, study and visit. Because, we're not just home to UK's fast-growing economy. We're home to the most important conversations happening today. And we're making radical social change a reality, so that nobody gets left behind. Here's where you can help decide a better future for us all. Camden as a borough is home to a diverse range of businesses and enterprises, spanning across the Central Activities Zone and a world-renown knowledge quarter surrounding Kings Cross and Euston. With over 32,000 Small and Medium Enterprises, and the second largest gross value added to the regional economy, we are constantly thinking about ways in which we can ensure businesses access the support they need to grow and thrive. It is an exciting time to join the Inclusive Economy Team, which works to ensure our local economy is as equitable as possible, through a range of economic development-based activity and work. As a Business and Enterprise Coordination Officer, you will work in a cross-council way to help businesses access the support services they need. We are seeking adaptable, well-rounded professional, who can bring our ambitious Business and Enterprise Framework, which outlines our vision for business support, to life for Camden businesses.

### **About the role**

We want Camden businesses to overcome barriers to their success, and alleviate these challenges with business support which has real impact on their day to day operations. Too often businesses are not afforded the right financial capital, workspace, or network of support within the early stages of their inception, and we are looking to counter these challenges with interventions that allow our small and medium enterprises to flourish. As a Business and Enterprise Coordination Officer, you will be at the forefront of delivering this change, acting as a key point of contact for business-related queries, resolving challenges and developing policy. Workshops and engagement with our business networks will enable us to test the outcomes of this work. Through our ambitious support scheme, Leading Inclusive Futures Through Technology (LIFT), we have partnered with our neighbouring boroughs at Tower Hamlets, Islington, and Hackney to ensure good job opportunities across our lucrative knowledge economy. Working to build our approach to business support, the successful candidate will be a capable, all-rounder, able to develop initiatives that give businesses the right tools to succeed.

### **The role will:**

- Develop a Business Support Framework, which will guide our approach to enterprise support in Camden and work in tandem with our key vision for the borough, Camden 2025
- Act as a lead contact in coordinating our business support measures for SME's and entrepreneurs, acting to resolve complex and varied business-related queries
- Work in a cross-council way with officers within the Inclusive Economy Team to cascade business support measures to our business networks locally
- Lead on our corporate refresh of communications for our business pages, working with officers to develop fit for purpose resources and information for businesses , including leading on the dissemination of our Business Newsletter

- Support our work with key strategic partners to deliver early stage entrepreneurship and scale-up SME support, promoting support services to Camden residents and businesses
- Support the development and delivery of the Council's work to build a more inclusive economy by developing and managing strategic relationships with local employers and businesses, including our employment support scheme, Good Work Camden
- Engage with stakeholders and partners, including our five Business Improvement Districts, the Greater London Authority and internal council officers, to consult business communities on support measures the council is developing
- Support on developing our Affordable Workspace Strategy, which will set forth our ambitions for commercial office space across the borough
- Lead on our diverse business support mapping, which will establish business support needs for disadvantaged groups in business, including businesses led by those with disabilities, women, and those from Black, Asian and Mixed Minority Ethnic Backgrounds

### **About you**

A capable, well-rounded professional, you will be abreast of legislation and policy issues that relate to developing an inclusive economy that works for all. You will be results focused, and comfortable tackling challenging circumstances faced by a range of Camden entrepreneurs and businesses with a diverse set of needs. A clear and effective communicator, you will be able to lead discourses that bring our Business and Enterprise Support Framework to life.

### **Technical Knowledge and Experience:**

- Up to date knowledge of a broad range of economic development policy, strategy and delivery including business support and development, employment, skills, enterprise and labour market issues
- A practical understanding of the challenges facing businesses and the support services best placed to mitigate these
- A practical understanding of the barriers faced by early stage entrepreneurs and SME's, and an ability to provide deliverable solutions to counter these
- Political sensitivity and judgment and an ability to work cooperatively with business leaders, public sector leaders and politicians
- An ability to work proactively, creatively and flexibly, responding to business evidence
- Excellent communication, presentation and influencing skills that can be used when working with different partners, including local community organisations employers and residents
- Diplomacy skills, including the ability to establish and maintain good working relationships with a wide variety of people
- Excellent organisational skills and the ability to forward plan and manage multiple tasks to tight deadlines
- Good project development, management and monitoring skills
- Ability to demonstrate Camden's Ways of Working

### **Work Environment:**

**People Management Responsibilities:**

The Inclusive Economy team operates a matrix management approach with project officers working to a number of managers depending on the area of work/project. While the post holder will have no immediate direct line management responsibilities, they will manage other officers on particular projects and take on line management responsibilities for apprentices employed by the service.

**Relationships:**

- Supporting the Inclusive Economy team to manage the communication of key objectives and outcomes with elected Members, senior management and partners.
- Will need to build relationships with a wide range of business, public service and employment and skills partners across the public, private and voluntary sector.
- To build and develop relationships with a range of internal services in business facing services and those relevant to employment and skills services and business support services

**Over to you**

We're ready to welcome your ideas, your views, and your rebellious spirit. Help us redefine how we're supporting people, and we'll redefine what a career can be. If that sounds good to you, we'd love to talk

**Is this role Politically Restricted?**

Some posts at Camden are politically restricted, which means individuals holding these posts cannot have active political role. For a list of all politically restricted roles at Camden [click here](#).

**Diversity & Inclusion**

We want Camden Council to be a great place to work and to ensure that our communities are represented across our workforce. A vital part of this is ensuring we are a truly inclusive organisation that encourages diversity in all respects, including diversity of thinking. We particularly welcome applications from Black, Asian and those of Other Ethnicities, LGBT+, disabled and neurodiverse communities to make a real difference to our residents so that equalities and justice remains at the heart of everything we do. Click [Diversity and Inclusion](#) for more information on our commitment.

**Agile working**

At Camden we view work as an activity, not a place. We focus on performance, not presenteeism. We create trusting relationships, we embrace innovation rather than bureaucracy and we value people. Collaboration is the Camden way, silo working isn't.

At Camden we are proud to be one of Hire Me My Way's inaugural campaign supporters. Hire Me My Way is a national campaign led by Timewise, designed to increase the volume of good quality jobs that can be worked flexibly in the UK ([www.HireMeMyWay.org.uk](http://www.HireMeMyWay.org.uk)). Hire Me My Way aims to treble the number of available good quality flexible jobs to 1 million by 2020.

**Asking for Adjustments**

Camden is committed to making our recruitment practices barrier-free and as accessible as possible for everyone. This includes making adjustments or changes for disabled people, neurodiverse people or people with long-term health conditions. If you would like us to do anything differently during the application, interview or assessment process, including providing information in an alternative format, please contact us on 020 7974 6655, at [resourcing@camden.gov.uk](mailto:resourcing@camden.gov.uk) or post to 5 Pancras Square, London, N1C 4AG,