

JOB DESCRIPTION

Job Title:	Business Development Officer	Reporting to:	Deputy Managing Director
Salary Scale:	F3	Reports on:	N/A

Job Purpose:

To aid the economic development of the Islands by assisting the Deputy Managing Director to identify, develop, lead and co-ordinate key economic development projects with, and for, local businesses through the provision of sound business advice, access to finance and on-going management support with project delivery.

Main Accountabilities:

1. To contribute to the design, development and implementation of FIDC's Business plan taking account of corporate objectives.
2. To support the identification, development and appraisal of project proposals and monitor and evaluate projects supported by FIDC
3. To ensure appropriate financial and project management for assigned projects.
4. To provide sound business advice and support, proactively engage with clients and support them in accessing appropriate levels of financial support to develop their businesses, assessing and appraising applications for funding.
5. To support the development of national and international partnerships to share experience and best practice, develop new markets and exploit opportunities for the economic development for businesses located in the Falkland Islands.
6. Assist the Deputy Managing Director to develop, co-ordinate, manage and monitor business development policy and initiatives, covering enterprise awareness, business start-up, business development and growth and export development.
7. Assist the Deputy Managing Director develop a range of initiatives, based on robust analysis, which will provide business and growth opportunities within the Islands.
8. To assist in identifying and developing key opportunities to underpin business growth and investment in the Islands.
9. Support the Deputy Managing Director identify and cultivate partnership links with key agencies and individuals in the community, public, statutory and private sector in order to ensure a strategic and co-ordinated approach.
10. To support the delivery of the Youth Entrepreneurship Scheme.
11. To draft reports, corporate briefings, policy responses and speeches for Board members and officers and prepare committee reports.
12. To represent FIDC as appropriate on any strategic groups, advisory committees etc as required.
13. To undertake the duties in such a way as to enhance and protect the reputation and public profile of FIDC.
14. To undertake such relevant duties as may from time to time be required.

Knowledge/Skills/Experience/Qualifications required for the job:

Qualifications and Experience

Essential Criteria:

- Business related degree or equivalent qualifications or experience
- A solid track record of at least 3 to 5 years effective delivery in a similar area of work which includes at least:
 - Experience in loan appraisals.
 - Successful project management experience.
 - Financial analysis experience.
- Experience in strategic planning.
- A background in initiating, developing and managing the successful implementation of development projects to support key business growth.
- Proven ability in developing and managing partnerships with external organisations and successfully delivery of projects.
- Experience of developing, formulating and implementing development policies or strategies.
- A record of preparing bids, securing and managing funding for development projects.
- Experience in researching business opportunities in industry
- Experience in the management of grant schemes.

Desirable Criteria:

- Proven track record of dealing with large corporate structures to single proprietor businesses.
- Preference will be given to candidates with experience in both the private and public sectors.

Skills and personal attributes

Essential Criteria:

- The ability to prepare briefings and presentations and write clear analytical reports.
- Able to make presentations, deliver workshops and influence and persuade a range of audiences on complex issues.
- Good attention to detail with a good standard of numeracy.
- Good organisational skills including the ability to initiate, develop, manage and monitor complex projects and to oversee effective delivery by third parties.
- The ability to treat confidential matters with the appropriate discretion and work with elected representatives with an appreciation of the sensitivities of working in a political environment.
- Highly competent in the use of Microsoft Outlook, Word, and Excel.
- Capacity to multi-task and prioritise workloads effectively, including resolving conflicting priorities.
- The ability to establish good working relationships and work in partnership with work with a wide range of stakeholders across different sectors to develop and deliver a shared agenda to meet common objectives.
- Ability to seek out pragmatic solutions to difficult and complex problems.
- Ability to quickly sift and understand large amounts of data, both written and numerical, and be able to identify key trends and issues to develop informed solutions that can address specific and strategic issues.

Desirable:

- Knowledge of the local and wider economic issues with recognition of key economic challenges and drivers in the Islands and identification of both the strategic and operational role for FIDC in addressing these.