

COMMERICAL ENTERPRISE RESEARCHER

Role Profile



Title	Commercial Enterprise Researcher	
Grade	GRADE E	
Reference:	N585	
Reports to:	Head of Commercial Finance	
Work style Definition	Office based hot–desk/touch down worker	
Job Type:	Semi Professional	
Primary purpose of role	To support the effective and efficient delivery of Commercial activity and marketing by providing key research and an efficient support function to assist in delivering the objectives of the Commercial Finance Division.	
Key accountabilities and key measures	Role outcomes <ul style="list-style-type: none"> ▪ Support the Commercial Finance Division with the research, feasibility, market analysis, marketing to enable the delivery of projects/business/marketing plans (70%) ▪ Coordinate and support the commercial training conducted by the Commercial Finance Division (10%) ▪ Assist in the support and development of internal and external partnerships on behalf of the Council. (10%) ▪ Carry out the responsibilities as agreed with the line manager, to support the Commercial Finance Division (10%) 	Role measures <ul style="list-style-type: none"> ▪ Feedback and satisfaction with commercial enterprise and marketing support ▪ The production of high quality reports and documentation for the Head of Commercial Finance ▪ Delivering agreed outcomes to agreed timescales
Key activities	<ul style="list-style-type: none"> ▪ Assist in identifying and developing existing and new service offerings that will generate additional income for the Council (35%) ▪ Research and collation of a range of financial and market information to enable evaluation of potential opportunities and deliver marketing proposals (20%) ▪ Draft reports using relevant software for sharing at management meetings and portfolio holder meetings (20%) 	

	<ul style="list-style-type: none"> ▪ Communicating with internal and external stakeholders to ensure they are involved and consulted on planning and development activities (10%) ▪ Assist in the coordination and administration of commercial skills and awareness training in the Council (5%) ▪ Carry out other duties appropriate to the grade of the post (10%) ▪ Act as a champion for the Commercial Research and Marketing
Essential qualifications/ knowledge	<ul style="list-style-type: none"> ▪ Degree in Business, Marketing or a similar field, or equivalent level of qualification
Desirable qualifications/ knowledge	<ul style="list-style-type: none"> ▪ Marketing Qualification
Essential experience	<ul style="list-style-type: none"> ▪ Experience of working independently ▪ Experience of working with a variety of providers and customers ▪ Experience of analysis and problem solving ▪ Experience in researching and writing papers ▪ Experience of preparing presentations
Desirable experience	<ul style="list-style-type: none"> ▪ Prioritising differing stakeholder needs and often conflicting demands. ▪ Experience of producing marketing and business plans
Essential skills	<ul style="list-style-type: none"> ▪ An ability to think with an entrepreneurial mind-set ▪ Manage time and prioritise work effectively to achieve objectives and deliver outcomes focusing on the relevant key drivers for change ▪ Identify, analyse and interpret relevant information from a range of sources to enable well-informed solutions to be developed by more senior members of the team ▪ Able to operate effectively with others and demonstrate an understanding of diversity, political sensitivity, and emotional intelligence ▪ Communicate with confidence both orally and in writing demonstrating the ability to influence and appropriately choose the right style of communication to fit the audience ▪ The ability to look for solutions in a commercial environment, showing an understanding of how to work in a more entrepreneurial way to achieve results ▪ Demonstrate an understanding of the key aspects of transformational leadership and how this is applied in current context of leading local government through times of unprecedented change ▪ Ability to respond independently to problems ▪ Well-developed IT skills in programmes such as the MS Office suite ▪ Team player but also able to act on own initiative ▪ Good organisational skills
Corporate standards	

- In accordance with Council policies and guidance on information management and security, it is your personal responsibility for data protection, client confidentiality and information governance.
- Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the Council's constitution and its policies and procedures.
- Work within the requirements of the Council's Health and Safety policy, performance standards, safe systems of work and procedures.
- Undertake all duties with due regard to the corporate equalities policy and relevant legislation.