

## South of Scotland Enterprise. Putting Opportunity on the map.

The South of Scotland brims with great businesses, diverse communities and a vibrant culture. Our role as South of Scotland Enterprise, is to build on these foundations and make the South even stronger. We will do this by ensuring the region benefits from new thinking and a new approach.

We have a vision to establish the South of Scotland as a centre of opportunity, innovation and growth and preparations are well under way for our launch in April 2020.

As a brand-new economic development agency, we are proud to support the people, businesses and communities throughout the South of Scotland and we are committed to creating positive futures for those who join our organisation. So, for the career and lifestyle you deserve, you don't need to look any further.

So, who are we looking for? Owing to the large geographical coverage of the area we are looking to assemble a strong operational delivery function led by a number of Heads of Area Operations. We are adopting a place-based structure to support all business, community and infrastructure activities within defined geographical areas. Each area will be led by a Head of Area Operations who will be supported by a team comprising of Business & Community Development Specialists, Economic Infrastructure Development Specialists, Community Advisors, Project Managers and Support staff, as follows:

### SoSE – Initial Operations Team Structure



Most roles will require an appropriate level of knowledge of one or more sectors relevant to the South of Scotland economy. The more senior roles will be expected to have a wider knowledge. Specific sectors that SoSE requires its range of staff to have knowledge of include, but are not limited to:

- Forestry
- Agriculture
- Creative Industries
- Retail
- Social Enterprises
- Tourism
- Construction
- Community Development

In addition, we are looking for staff who can demonstrate a subject matter expertise in one or more specific areas of support activity. These areas include, but are not limited to:

- High Growth Business Support
- Digital and other Innovation
- Transformation & Strategic Change
- Physical Infrastructure / Property Management
- Business Response / Turnaround
- Foreign Direct Investment support
- Financial Readiness / Growth Finance
- Diversification
- Fairwork

As a brand new start-up organisation, with a budget expected to grow significantly over its first 3 years of operation, SoSE's initial Operations Team Structure outlined above is expected to rapidly evolve, as new activities are developed and implemented. We are looking for people who will embrace this dynamic environment, who can be flexible in their approach to evolving activity and who can contribute to developing the future shape of the organisation.

So, if you believe that you have something to offer the South of Scotland, via a role in its new Development Agency, then we would love to hear from you and what you can contribute to SoSE's and the region's success. More detail on specific requirements for each of the various initial roles is outlined below.

On offer is a competitive salary package including 30 days annual leave plus 13 public holidays and access to the local government pension scheme. South of Scotland Enterprise will operate across both Scottish Borders and Dumfries & Galloway local authority areas, through a network of hub offices across the region and, as such, we will adopt a flexible approach to work locations and smarter working.

Our goal is to unlock the great potential of both our people and our resources, and to showcase this incredible part of Scotland to the world.

For more information please visit [www.sosep.co.uk/sose-recruitment](http://www.sosep.co.uk/sose-recruitment)

To apply please click the following links\*

[1860 Support Staff](#)

[1863 Economic Infrastructure Development Project Manager](#)

[1865 Economic Infrastructure Development Specialist](#)

[1862 Business Development Specialists](#)

[1859 Head of Area Operations](#)

[1864 Community Development Advisor](#)

[1861 Community Development Specialist](#)

**\*Please Note: Clicking the above links will take you to the SOSE E-Recruiter platform hosted by Skills Development Scotland (SDS). South of Scotland Enterprise are partnering with SDS for recruitment support as we continue our preparations for go live in April 2020.**

## Specific Role Requirements (in addition to those detailed above)

Role	Role Purpose	Key Responsibilities	Key Skills and Experience
<b>Head of Area Operations</b> <b>To apply click:</b> <a href="#">1859 Head of Area Operations</a>	<p>To lead an Area Team to ensure the effective implementation of SoSE delivery plans for operational support for businesses, communities and economic infrastructure. This will be done via an integrated place based approach to development.</p> <p>In addition, you will take the lead responsibility across the whole organisation for one or more specific areas of support activity, such as those detailed above.</p> <p>This role will have direct people management responsibility.</p>	<ul style="list-style-type: none"> <li>• To support the Director of Operations to translate the SoSE Business Plan into effective operational delivery activities.</li> <li>• To identify opportunities and threats in stakeholders/ partnership relationships that may have an impact on delivery of SoSE/project objectives and take steps to identify alternative solutions/approaches</li> <li>• To establish customer metrics, measures and service delivery standards across all areas of Operations, both online and face to face.</li> <li>• To inspire and create the most effective working climate through influencing, developing and motivating people, including direct reports, and in some cases senior experts and supervisors.</li> <li>• To act as the SoSE senior interface with complex groups of sponsors/customers/partners and stakeholders.</li> <li>• To be flexible in your approach to evolving operational requirements and embrace the dynamic nature of our growing organisation.</li> </ul>	<ul style="list-style-type: none"> <li>• Practical knowledge and experience of leading the development of high growth and/or global organisations; community led economic development; economic infrastructure projects and start-up organisations across multiple sectors</li> <li>• Strong commercial, financial and business development skills and experience.</li> <li>• A proven track record of engaging with businesses or communities at a senior level and a deep understanding of the challenges faced by businesses of all sizes.</li> <li>• An exceptional collaborator, with an ability to forge effective partnerships that deliver results.</li> <li>• Very strong people management, coaching, mentoring and motivating skills with the ability to lead effectively without authority</li> <li>• Good knowledge of the business support environment in Scotland and of Scottish Government policy and priorities in this area.</li> </ul>

Role	Role Purpose	Key Responsibilities	Key Skills and Experience
<p><b>Business Development Specialists</b></p> <p><b>To apply click:</b></p> <p><a href="#"><u>1862 Business Development Specialists</u></a></p>	<p>Reporting to the Head of Area Operations the Business Development Specialist takes the lead role in providing a range of relevant support to ambitious businesses to maximise their potential within the global market place, helping to build the South of Scotland's globally competitive sectors.</p> <p>The Business Development Specialist acts as the key point of contact with businesses and coordinates SoSE support to help businesses grow/respond to opportunities/challenges.</p> <p>The Business Development Specialist also works with a range of partners in the public and private sectors to support the attraction of new and secondary investment to the South of Scotland and to help create a world-class business environment.</p>	<ul style="list-style-type: none"> <li>• To manage high impact account relationships.</li> <li>• To manage challenging and complex opportunities with businesses to maximise economic impact.</li> <li>• To take the lead in co-ordinating the required support dedicated to addressing the identified barriers and opportunities facing potential higher growth businesses.</li> <li>• Responsible for ensuring that the required information on a business is gathered and recorded, to enable greater effective strategic analysis leading to more targeted projects with higher economic impact.</li> <li>• Responsibility to maintain a current knowledge of wider sectoral developments, product portfolio and on the changing economic/political landscape. This has to be supported by an up to date knowledge of SoSE's processes, products and programmes.</li> <li>• Be flexible in your approach to evolving operational requirements and embrace the dynamic nature of our growing organisation.</li> </ul>	<ul style="list-style-type: none"> <li>• Strong People management skills and experience</li> <li>• Excellent relationship management, influencing, communication and interpersonal skills – with the ability to focus and achieve results through the development of strategic consultative relationships at a senior level.</li> <li>• Experience of providing business development options at a senior level within business with the ability to demonstrate credibility with others including understanding of the issues customers face in growing their business.</li> <li>• Experience of understanding business diagnostic reviews and knowledge of appropriate business analytical tools.</li> <li>• Solid project management experience and ability to lead project teams made up of a range of functional specialists.</li> <li>• Good knowledge of economic development factors impacting the south of Scotland.</li> </ul>

Role	Role Purpose	Key Responsibilities	Key Skills and Experience
<p><b>Community Development Specialists</b></p> <p><b>To apply click:</b></p> <p><a href="#"><u>1861 Community Development Specialist</u></a></p>	<p>Development and delivery of the South of Scotland approach to Community-led development.</p> <p>Responsible for working with and supporting a number of clients and projects that will contribute to the resilience and competitiveness of the area. You will engage with a variety of partners and stakeholders, both local and national, to support the delivery of projects and activities that offer sustainable social and economic impacts.</p> <p>Aspects of this post may also require the post holder to represent the Area Team and other colleagues and liaise regularly with partners and stakeholders.</p> <p>A key part of this role will be to bring fresh thinking to work in this field, and make a positive contribution to SoSE's development as a progressive organisation where staff are empowered to use their full potential to benefit Scotland's economy.</p>	<ul style="list-style-type: none"> <li>• Develop strong relationships with clients and gain an understanding of strengths, weaknesses and opportunities, to enable SoSE to support clients in a rounded and agile manner.</li> <li>• Lead and/or support on the development of a number of key projects within the Area.</li> <li>• Contribute towards SoSE's place-based approach by encouraging clients and partners to consider where their projects and initiatives add value and complement other activity, proposed or underway, within the community</li> <li>• Assess and review development proposals</li> <li>• Develop strong relationships with partner organisations from the public, private and third sectors</li> <li>• Develop an awareness of other key funders and help identify funding opportunities, both regional and national</li> <li>• Provide support to Community Advisors</li> <li>• Be flexible in your approach to evolving operational requirements and embrace the dynamic nature of our growing organisation.</li> </ul>	<ul style="list-style-type: none"> <li>• Educated to degree level in a relevant subject or demonstrable equivalent work experience</li> <li>• Knowledge of local social and community enterprise activity</li> <li>• Experience of project appraisal (including financial analysis)</li> <li>• Experience of working in an environment with high standards of governance and accountability</li> <li>• Experience of working to deadlines and prioritising workloads</li> <li>• Experience of working as part of a team but also ability to work on own initiative</li> <li>• An interest in place-based community led development</li> <li>• Analytical and presentational skills</li> <li>• Report writing skills</li> <li>• Good interpersonal and communication skills</li> <li>• Ability to establish and develop effective relationships</li> <li>• An ability to adapt communication styles to suit a range of stakeholders</li> </ul>

Role	Role Purpose	Key Responsibilities	Key Skills and Experience
<p><b>Community Development Advisors</b></p> <p>To apply click:</p> <p><a href="#">1864 Community Development Advisor</a></p>	<p>Provide a high-quality front-line service to clients. It is anticipated that most of community/social enterprise enquiries will need to be dealt with by an adviser as there will initially be limited self-help tools for them on the Single-Entry Point.</p>	<ul style="list-style-type: none"> <li>• Respond timeously to enquiries</li> <li>• Sign post inappropriate enquiries to other support agencies e.g. Just Enterprise</li> <li>• Undertake due diligence of funding requests and make recommendations to Senior Management Team</li> <li>• Assessment of clients' needs and how their activities will contribute to objectives of SoSE and the economy of the South</li> <li>• Maintain up to date knowledge of the sector and the wider eco-system</li> <li>• To make client referrals towards the community development specialists where more strategic or long-term support is required.</li> <li>• Be flexible in your approach to evolving operational requirements and embrace the dynamic nature of our growing organisation.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of local social and community enterprise activity</li> <li>• Experience of project appraisal (including financial analysis)</li> <li>• Experience of working in an environment with high standards of governance and accountability</li> <li>• Experience of working to deadlines and prioritising workloads</li> <li>• Experience of working as part of a team but also ability to work on own initiative</li> <li>• An interest in place-based community led development</li> </ul>

Role	Role Purpose	Key Responsibilities	Key Skills and Experience
<p><b>Economic Infrastructure Development Specialists</b></p> <p><b>To apply click:</b></p> <p><a href="#"><u>1865 Economic Infrastructure Development Specialist</u></a></p>	<p>Reporting to the Head of Area Operations the Economic Infrastructure Development Specialist takes the lead role in developing and delivering a range of projects aimed at driving forward the economic and social development of the South of Scotland.</p> <p>Examples of economic issues where projects may be developed are:</p> <ul style="list-style-type: none"> <li>• Integrated Public Transport</li> <li>• Skills requirements and availability</li> <li>• Availability of commercial and industrial property</li> </ul> <p>The Economic Infrastructure Development Specialist acts as the key point of contact with partners involved in joint initiatives.</p> <p>One Specialist will take the lead on the management and development of the property portfolio transferred from Scottish Enterprise under the Act.</p>	<ul style="list-style-type: none"> <li>• To manage and support a team of project managers delivering Economic Infrastructure projects.</li> <li>• To manage challenging and complex projects aimed at maximising economic impact.</li> <li>• To take the lead role for the organisation in partnership project related activity.</li> <li>• Responsible for ensuring that the required information from the projects being managed is gathered and recorded, to enable greater effective strategic analysis leading to more targeted projects with higher economic impact.</li> <li>• Responsibility to maintain a current knowledge of wider sectoral developments, specific area opportunities and challenges, and on the changing economic/political landscape.</li> <li>• Be flexible in your approach to evolving operational requirements and embrace the dynamic nature of our growing organisation.</li> </ul>	<ul style="list-style-type: none"> <li>• Practical knowledge and experience of leading the development of economic infrastructure projects aimed at driving forward the economic and social development in a rural area.</li> <li>• Strong commercial, financial and project delivery skills and experience.</li> <li>• A proven track record of engaging with partners at a senior level and a deep understanding of the challenges facing rural areas.</li> <li>• An exceptional collaborator, with an ability to forge effective partnerships that deliver results.</li> <li>• Very strong people management, coaching, mentoring and motivating skills with the ability to lead effectively without authority</li> <li>• Good knowledge of Scottish Government policy and priorities in this area.</li> </ul>

Role	Role Purpose	Key Responsibilities	Key Skills and Experience
<p><b>Economic Infrastructure Development Project Managers</b></p> <p><b>To apply click:</b></p> <p><a href="#"><u>1863 Economic Infrastructure Development Project Manager</u></a></p>	<p>Reporting to an Economic Infrastructure Development Specialist, develop and deliver projects aimed at driving forward the economic and social development of the South of Scotland.</p>	<ul style="list-style-type: none"> <li>• To deliver a range of Economic Infrastructure Development projects aimed at maximising economic impact.</li> <li>• To ensure that the required information from the projects being managed is gathered and recorded, to enable greater effective strategic analysis leading to more targeted projects with higher economic impact.</li> <li>• Responsibility to maintain a current knowledge of wider sectoral developments, specific area opportunities and challenges, and on the changing economic/political landscape.</li> <li>• To understand local infrastructure constraints and opportunities and propose responses to mitigate or exploit these.</li> <li>• Be flexible in your approach to evolving operational requirements and embrace the dynamic nature of our growing organisation.</li> </ul>	<ul style="list-style-type: none"> <li>• Broad experience of economic and social development</li> <li>• Track record of successful project management and project delivery</li> <li>• Experience of working with partners, contractors and customers at a strategic and senior level;</li> <li>• Strong initiative and creative skills</li> <li>• Excellent interpersonal and teambuilding skills</li> <li>• Excellent oral and written communication skills</li> <li>• Excellent influencing skills</li> <li>• Ability to prioritise demanding workload across a number of areas and activities</li> </ul>

Role	Role Purpose	Key Responsibilities	Key Skills and Experience
<b>Support Staff</b> <b>To apply click:</b> <a href="#">1860 Support Staff</a>	These roles will support the administration of all activities carried out by the Area Teams.	<ul style="list-style-type: none"> <li>organising meetings, taking accurate notes and following up on actions</li> <li>collating information for events, enquiries, briefings and presentations and managing the team information resources</li> <li>recording of projects in ICT systems and reporting of pipeline and supporting metrics</li> <li>support for procurement and budget management, including setting up purchase orders and invoices</li> <li>making travel arrangements and researching/booking venues for events</li> <li>setting up meetings and liaising with customers on specific issues or events</li> <li>supporting at some events</li> <li>Be flexible in your approach to evolving operational requirements and embrace the dynamic nature of our growing organisation.</li> </ul>	<ul style="list-style-type: none"> <li>Excellent administrative skills along with sound working knowledge of Microsoft packages including Outlook, Word, Excel and Powerpoint.</li> <li>Experience in the use of corporate information management systems (e.g. CRM and Finance systems)</li> <li>Good communication skills – both verbal and written</li> <li>Ability to deal with customers face to face, by phone and email</li> <li>Time management with the ability to deal with a variety of demands and prioritise activities accordingly</li> <li>Attention to detail and ability to collate and clearly present information</li> </ul>
<b>All roles</b> (in addition to the specifics above)		<ul style="list-style-type: none"> <li>Work closely with area team and other SoSE colleagues and represent SoSE at internal and external meetings as required</li> <li>Promote a climate of accountability, openness, collaboration and innovation</li> <li>Ensure appropriate compliance with all aspects of SoSE governance and compliance requirements</li> <li>Ensure optimum use of internal management systems</li> <li>Take responsibility for own learning and development, keep continuous</li> </ul>	<ul style="list-style-type: none"> <li>A high standard of IT literacy</li> <li>A full current driving licence and access to a vehicle or alternative means of transport</li> <li>Flexibility to travel as required.</li> </ul>

		professional development (CPD) records up to date	
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Annex A

### Salary Ranges by Grade

Grade	Range for SOSE Advertising
A	£18,000
B	£19,000-21,000
C	£23,000-26,000
D	£28,000-33,000
E	£36,000-42,000
F	£44,000-52,000
G	£54,000-64,000