



PERSON SPECIFICATION – Senior Business Adviser

Essential Criteria:

Education

1. A minimum of a degree level of qualification or at least 2 years' experience (from the job closing date) of delivering advice/support to business start-ups.

Experience and Knowledge

2. Minimum of 2 years' experience in a management role or working in a start-up business. This experience should have provided a strong understanding of business operations and the challenges faced by businesses. Including financial management, marketing, operations and strategy.
3. Possess business acumen with an understanding of the phases of business development.

Skills and Abilities

4. Highly developed planning, administrative, project management and organisational skills and IT literate with the ability to use the Microsoft office suite of programmes.
5. Ability to analyse and interpret business proposals from various perspectives, e.g. finance, sales, marketing, process/operations, leadership and management etc.
6. Ability to collect, analyse, manage and present complex data and information and prepare reports.
7. Excellent interpersonal and communication skills with the ability to work effectively with clients and stakeholders on complex issues.
8. Proven ability to work as part of a team.

General

9. Demonstrable commitment to equality of opportunity.
10. Willingness to work unsociable hours at times and to attend occasional evening meetings.
11. Access to a car and a valid driving licence by the job closing date or otherwise able to fulfil the mobility requirements of the post.

Desirable Criteria:

1. Graduate with a relevant degree in marketing, business or entrepreneurship.
2. Experience in developing and delivering training programmes.
3. Experience of working with the requirements of Data Protection.

North City Business Centre reserves the right to enhance the criteria for short-listing purposes in the event of a large number of applications being received