

PERSON SPECIFICATION

POST TITLE: Business Growth Adviser

DEPARTMENT: University of Warwick Science Park Ltd

The Person Specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively.

REQUIREMENTS The postholder must be able to demonstrate:	ESSENTIAL (E) OR DESIRABLE (D) REQUIREMENTS (please indicate)	MEASURED BY: a) application form b) Test/Exercise c) Interview d) Presentation
Knowledge:		
Understanding of the issues affecting growth businesses	E	A,C, D
A thorough understanding of how small businesses operate and an understanding of the fiscal and innovation challenges faced by them.	E	A,C, D
A good working knowledge of the principles of, and good practice in: Grant regimes and processes, Financial management	E	A,C, D
Good working knowledge of the support for SME & micro SME business innovation activities provided by publicly funded organisations such as the LEP, BEIS, InnovateUK etc.	D	A, C
Experience of a broad range of companies and technologies to be able to quickly assess what is viable and to formulate that into a workable growth plan	D	A, C
Skills with Microsoft products and the ability to work in an accurate and detailed manner.	E	A, C, D
Skills:		
Ability to assess client needs quickly and to recommend appropriate support to clients	E	C, D
Excellent organisational skills, including the ability to plan and prioritise work effectively	E	C
Strong communicator with good interpersonal skills including an ability to address a wide range of	E	A, C, D

audiences		
Experience:		
Professional experience in supporting clients to access funding and business support	E	A, C, D
Delivered a range of business advisor, coaching and mentor services to tech-based or knowledge intensive SME's	E	A, C
Generation of effective networks to promote a programme and recruit appropriate clients.	E	A, C
Specific experience of delivering outputs under ERDF or equivalent funding programmes.	D	A, C
Experience starting up, running and growing a business	D	A, C
Experience delivering workshops	D	A, C, D
Provide content for marketing of services, including through digital media	D	A, C, D
Qualifications:		
Graduate in Science, technology or business related topic	D	A
Recognised qualification in coaching, mentoring or advisory delivery	D	A
Membership of a relevant professional body	D	A