# NewcastleGateshead Initiative

JOB TITLE: Senior Sector Manager and Account Management Lead

(Corporate Services Sector)

Full time role. (60/40 Office/Homeworking)

Permanent

REPORTING TO:Director, Invest Newcastle

SALARY:£27,000pa

JOB PURPOSE:

To lead on and deliver corporate services sector inward investment and professional support as a member of the Invest Newcastle Team. A key aspect of the role will involve feeding into the account management programme for the Corporate Services Sector.

## PRINCIPAL RESPONSIBILITIES:

1. Leading a Business Development & Marketing campaign, and creating a strong inward investment narrative, that will generate new corporate services sector inward investment leads for the area.
2. Using research, sector insights and experts to assist with the creation of a strategy and implementation plan that supports growth of the corporate services sector across Newcastle, Gateshead and the wider North East.
3. Managing a portfolio of corporate services sector investment enquiries throughout the inward investment life cycle.
4. Supporting the growth of existing corporate services sector companies, through the delivery of account management activity, including feeding into the account management programme from Invest Newcastle and DIT.
5. Growing a strong local sector relevant network and managing partner, stakeholder and external contract activity (including project & CRM reporting).

Person Specification

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| Category | Essential | Desirable |
| 1. Skills, Knowledge and Aptitudes | * Broad knowledge and understanding of the Corporate Services sector in the UK.
* Experience of Local Authority funded project/programme management.
* Excellent research and report writing skills.
* Interpersonal and communication skills, both formal and informal.
* Experience of building relationships and negotiating with stakeholders and decision makers.
* Strategic level business development planning experience.
 | * Broad knowledge and understanding of the Corporate Services sector ecosystem across the Newcastle and Gateshead areas specifically.
* Knowledge and understanding of the inward investment process and effective enquiry management.
* A wide range of contacts in relevant organisations, locally and regionally.
* Knowledge of account management processes and best practices.
* National & international contacts in the Corporate Services sectors
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| 2. Qualifications and Training | * Of graduate or equivalent status in a relevant discipline
 | * Formal training and development in inward investment related or sales / business development skills.
* Account management and/or project management.
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| 3. Experience | * Demonstrable success of working in collaborative partnerships with a broad cross section of stakeholders across the public and private sectors.
* Experience of working in a cross-functional team with proven ability to influence and inspire others out with direct control.
 | * Experience gained in the private sector
* Specific experience of working on inward investment projects and bids.
* Proven track record in a business development and/or relationship based sales function.
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| 4. Disposition | * High levels of personal motivation and ambition.
* Able to work effectively under pressure and with minimal support.
* Willing to adopt new ways of working, to research new sectors and learn new skills.
* Team player that enjoys working in partnership with others to deliver common goals.
* Able to work at a fast pace without losing focus and whilst maintaining strong customer service levels and attention to detail.
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