

# Context statement

Job title: Economic Development Officer (Business Growth Dorset)  
Directorate/Service/Team: Economic Growth & Regeneration

## Organisation structure

Reporting to: Head of Business Growth & Inward Investment  
Responsibility for: No direct reports

## Context of work

### Context Statement: Economic Development Officer (Business Growth Dorset)

This is a full time (1 FTE) fixed-term contract until 31<sup>st</sup> March 2029, funded by Department for Business & Trade's Growth Hub grant awarded to Dorset Council for pan-Dorset delivery. The role is based at County Hall and Dorset Council provides a range of flexible working options, including hybrid working and working from home.

Business Growth Dorset is part of the network of 41 Growth Hubs across England which provide local business with access to advice and support for any stage of their business journey and are the local delivery partners for the Government's Business Growth Service. Growth Hubs bring together national and local offers from Government and the public / private sector and use triage, diagnostics, signposting, brokerage and in-house delivery to ensure businesses find the right support for their needs. Business Growth Dorset is supported and managed by Dorset Council with core funding from the Department for Business & Trade and delivers services across the county including Bournemouth, Christchurch and Poole (BCP).

The Economic Development Officer (Business Growth Dorset) will play a pivotal role in supporting small and medium-sized businesses, including start-ups, across Dorset and BCP. This role involves providing expert advice, guidance and signposting to relevant resources, ensuring businesses receive the support they need to thrive.

Key responsibilities include:

- Responding to business enquiries in a professional and timely manner.
- Identifying growth businesses across the county and building relationships to provide proactive growth support.
- Managing own workload including output targets and projects.
- Maintaining accurate records on the CRM system.
- Attending and actively participating in business events.
- Promoting the Business Growth Dorset service and the Invest in Dorset brand.
- Acting as an ambassador for Dorset businesses across Dorset and BCP.
- Performing administrative tasks related to CRM, website management, social media, events, finance and project coordination.

The Economic Development Officer (Business Growth Dorset) will be a proactive and knowledgeable representative, dedicated to fostering a vibrant business community and driving economic growth in the region.

## Travel requirement

This position has a significant travel requirement. This means that there is a requirement for a vehicle (or transport deemed to be suitable by the Council) to be available on most working



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days in order to carry out normal duties. Employees in positions with a significant travel requirement are required to provide a replacement vehicle if their usual vehicle is not available over an extended period.

The role requires regular travel throughout Dorset to engage with businesses, attend events and collaborate with stakeholders. The successful candidate must be willing and able to travel frequently, ensuring a strong presence across the region. This travel is essential for building and maintaining relationships, providing on-site support, and promoting the organisation's services and initiatives. A valid driver's license and access to reliable transportation are necessary for this role. Flexibility in working hours may also be required to accommodate travel schedules and event timings.

## Other information

To excel as **Economic Development Officer (Business Growth Dorset)**, the individual must possess a combination of strong interpersonal and practical skills. Key abilities include excellent communication and active listening, which are essential for understanding and addressing the specific needs of each business. A solid grasp of the business support landscape, including knowledge of local resources, funding opportunities and support programmes, is crucial. The individual should be adept at building and maintaining relationships, ensuring businesses feel supported and valued. Organisational skills and attention to detail are important for managing multiple tasks and maintaining accurate records. Additionally, a proactive and empathetic approach helps in providing effective guidance and fostering a positive business environment.

The applicant is expected to embody Dorset Council Values. Our values act as guiding principles, defining what we believe is important in the ways we work together. Our values are Respect, Together, Accountability, Openness and Curiosity.

The ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post.

Context statement prepared by:			
Manager	Shelley Collins-Trevett	Date	25/02/25

