

South East Enterprise

Supplier Development Officer Ref: SDO

Background

South East Enterprise is an enterprise support organisation working across South East London. The Company was formed in 2006 and has taken over the work of Greenwich Enterprise Board which delivered business support in south east London for over 20 years.

East London Business Place is a flagship Thames Gateway procurement project in partnership with the East London Business Alliance operating across ten boroughs in East London. Its primary financial support will come from the Mayor of London's London Development Agency.

This post is funded until March 2010 but may well be extended depending on future funding opportunities

This position is a new post and will contribute to support in the London Borough of Lewisham by the Lewisham Business Advisory Service.

Introduction

The position of Supplier Development Officer reports to the Enterprise Development Manager. The role is to advise and assist Lewisham based businesses through the procurement process and insure they are "fit to supply".

Job Description:

- In conjunction with the central team, forge links with developers, contractors, procurement managers and local businesses to encourage the placing of contracts with local companies through fair competition;
- One-to-one registration of companies using an agreed diagnostic questionnaire to glean sufficient information to identify their 'fitness to supply' and to prepare a brief outline/profile of their business including contact details, background and service outline;
- Assessment of businesses' support and training needs to help them become 'fit to supply', using an agreed 'Business Needs Analysis' diagnostic;
- Operation of a central database of local companies across the spectrum of disciplines;
- Work with the central team to equip local companies with advice, information and resources needed to compete for business, including capacity building seminars, workshops, 'Meet the Buyer' and networking events, assistance with basic business planning, sign-posting/referral to recognised local, regional and

central organisations for specialist business support e.g. financial assistance, premises search, business start-up;

- Promotion of SMEs through a centrally produced quarterly bulletin and mail outs
- Alert local companies to forthcoming tendering opportunities and introducing suitable companies to contractors/procurement managers;
- Monitor progress through visits/meetings with contractors and procurement managers, keeping full records of activities and outcomes to provide regular reports to the Project Director;
- Encourage local companies to contribute to the regeneration of the area through further local sub-lets and the employment and training of local residents.
- Develop relationships with other local business support organisations to ensure SMEs can benefit from the full range of available business support;
- Conduct presentations to the business sector;
- Attend training and briefing sessions as necessary;
- Attend regular team meetings with the Supplier Development Team Leader and maintain regular update with ELBP Director and central (Hub) team;
- To adhere to and promote ELBP's Equal Opportunities, Environment and Health & Safety policies;
- Comply with Data protection Act and other relevant legislation;
- Undertake other occasional duties which may be reasonably required of you.

To discuss the role, or for further information contact our Enterprise Development Manager, Graham Williams, on 020 8305 2222.

South East Enterprise is an Equal Opportunities Employer and welcomes applications from all sections of the community.

Person Specification:

Skills

1. Comprehensive IT skills, including database management and web manipulation.
2. Excellent communication and written skills are essential.
3. Excellent networking, influencing and negotiation skills at all levels are essential.
4. Must be polite, courteous and well presented.
5. Must be innovative, flexible and conscientious.
6. A team player who is hardworking and capable of working on own initiative.

7. Must have good organisational and time management skills.

Knowledge

1. a good understanding of the SME business sector is essential.
2. An understanding of buyer need and fitness to supply.
3. An understanding of the issues affecting the construction sector.
4. An understanding of the issues surrounding supply chain.
5. An understanding of the key issues affecting Black, Asian and Minority Ethnic (BAME) businesses and other disadvantaged entrepreneurs.

Experience

1. Some commercial related experience.
2. Experience of working in a multi-partner environment.
3. Face to face liaison with services.
4. Experience of working alone or as part of a team.
5. Experience of organising events.

Attributes

1. Responsive.
2. Committed.
3. Team player
4. Attention to detail
5. Commitment to promoting diversity in all its forms
6. Cheerful