



Job Description

This job description has been designed to indicate the general nature and level of work required of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list, and the line manager may vary duties from time to time which do not change the general character of the job, or the level of responsibility entailed.

Post Details	
Job Title	Business Engagement Officer
Service	Place and Growth
Team	Economy and Culture
Location	Shute End
Reports to	Economic Development Officer
Worker Style	Community – Work is based in the community and at Council offices, with less frequent time at home
Responsible for	N/A
Grade	Grade 7
Contract Type	2yrs fixed term

Main Accountabilities	
1.	Take the lead on business engagement activities required by the Economy and Culture team, contributing to the business engagement requirements for delivery of both the Economic Development Action Plan and the forthcoming Enterprise Support Initiative.
2.	To be one of the primary points of contact for businesses in the borough, dealing with enquiries raised by businesses promptly and resolving issues when needed.
3.	Collaborate with colleagues and partners to support businesses in our local economy. In particular, Wokingham Borough Councils' Commercial property team, Community Safety, the Police, Town/Parish Councils, Voluntary groups, Business networks, Energy and climate change, colleges and the University of Reading to develop opportunities for partnership projects.
4.	Proactively work with external stakeholders in the business support space e.g., the Berkshire Growth Hub and Thames Valley Chamber of Commerce to help contribute towards the growth and sustainability of our local businesses.
5.	Proactively log details of business engagements into our current CRM system, and assist in the transition to an upgraded iteration.





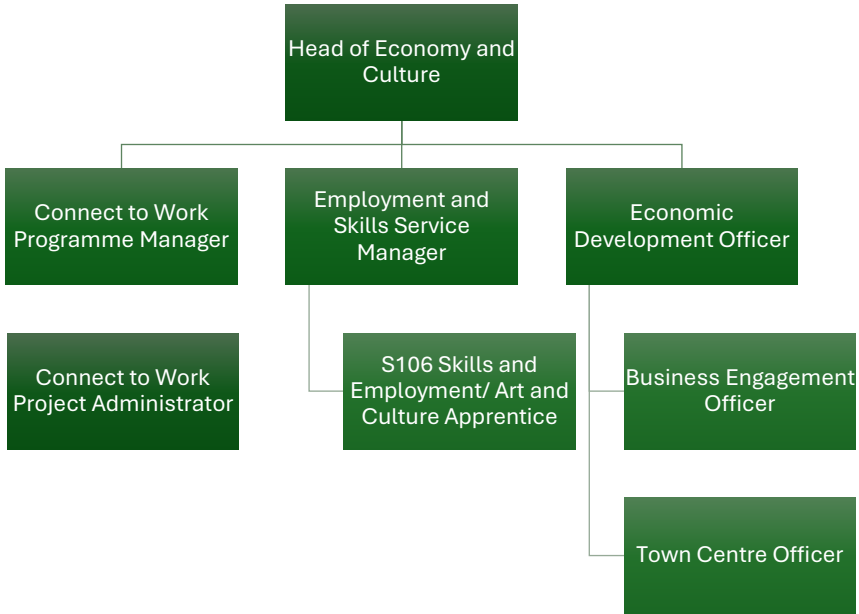
Person Specification	Essential	Desirable
Education/Qualifications	<ul style="list-style-type: none"> Educated to degree level or equivalent in a relevant subject. 	<ul style="list-style-type: none"> Business development qualification
Experience	<ul style="list-style-type: none"> Business development experience or experience in developing or managing a BID 	<ul style="list-style-type: none"> N/A
Skills/Knowledge	<ul style="list-style-type: none"> Partnership working and negotiation skills. Demonstrable experience of target setting, monitoring and evaluation. Excellent organisational skills and workload management skills. Ability to work collaboratively with senior officers, Elected Members, managers, staff, colleagues, and partners. Knowledge of local government structures, process, and issues. Self-starter, highly organised and driven individual, with a strong ability to negotiate and achieve results. Keen practitioner of excellent customer care standards in all service delivery 	<ul style="list-style-type: none"> A full UK driving license and access to a vehicle

Purpose Details	
Service Purpose	<p>To bring lasting improvement to the economic, physical, social and environmental issues in the Borough through the commissioning and delivery of appropriate services and projects in the following areas:</p> <ul style="list-style-type: none"> Economic development and growth - including business support, inward investment, skills and employment Housing - both strategic and operational, including regeneration commissioning Planning, regeneration and place-making - supporting sustainable development and town centre vitality Arts and culture - helping to build cultural identity and community wellbeing Climate change - embedding environmental sustainability across council activity





Role Purpose	The Business Engagement Officer will play a crucial role, through engaging, supporting and developing businesses within the borough. Taking the lead on the delivery of high impact programmes with our business community and partners to deliver economic strength and vitality. A key aspect of this role will be to build upon effective relationships that we have with key strategic partners including local businesses and affiliated organisations, Town, and Parish Councils, to ensure that everyone benefits from a prosperous local inclusive economy. The postholder will be aware of the importance of supporting local businesses to be sustainable and to grow and thrive within our borough.
Corporate Parenting	You will champion the principles of corporate parenting by embedding its ethos in all aspects of service delivery, ensuring decisions and actions consistently reflect the responsibility to act as a corporate parent to children in care and care leavers, and actively contribute to shaping and implementing the wider corporate parenting strategy.

Supervision and Relationships	
Supervision Received	<p>This post holder will be a key member of the Economy and Culture team. The below organisational chart details the new team structure:</p>  <pre> graph TD HEC[Head of Economy and Culture] --> CWP[Connect to Work Programme Manager] HEC --> ESSM[Employment and Skills Service Manager] HEC --> EDO[Economic Development Officer] CWP --> CWP_A[Connect to Work Project Administrator] ESSM --> S106[S106 Skills and Employment/ Art and Culture Apprentice] EDO --> BEO[Business Engagement Officer] EDO --> TCO[Town Centre Officer] </pre>
Supervision Given	No direct reports
Contacts	Planning Officers, Education providers, Developers and community partners





Resources/Budget Management

N/A

Special Requirements

The successful candidate will be required to spend at least two days a week working from one of our town/parish centres or business parks so that they're able to build a rapport with relevant stakeholders. It is crucial that this post holder for this role is both visible and available as a point of contact for businesses within our borough.

Occupational Health Risk Assessment	Details
Skin/Respiratory Sensitisers	N
Working at Height	N
Exposure to Noise (>80-85dB)	N
Confined Spaces	N
Frequent Display Screen Equipment Use	Y
Driving for Work	Desirable
Hand Arm Vibration	N
Lone Working	Y
Healthcare/Social Contact with Patients	N
Blood Borne Viruses Exposure	N
Food Handling	N
Working with Animals	N
Specialised Medical Screening	N
Night Working	N
Safety Critical Work	N





Nature of the Role	Details
Healthcare or Hospital Work	N
Working with Children (under 18)	N
Working with Elderly/Vulnerable Adults	N
Work Environment Details	Shute End (Community working)

Role Involvement	Details
Working with Children	N
Working with Vulnerable Adults	N
Both of the Above	N
Providing Care/Supervision for Children	N
Providing Care/Supervision for Vulnerable Adults	N
Both of the Above	N
None of the Above	N

Disclosure and Barring Service (DBS)	Details
DBS Requirement	N/A
Eligibility Tool	Find out which DBS check is right for your employee - GOV.UK (Find out which DBS check is right for your employee - GOV.UK)

Re-checks
N/A

Evaluation Declaration	
Date of Evaluation:	30/04/2026
Evaluated by:	HR Team

