

International Trade Director for the London Region (Grade 6) – UK Trade and Investment

We are seeking to fill a Grade 6 vacancy which has arisen in the London region. The post is based in London and is available immediately.

Eligibility - Suitably qualified external candidates, or existing civil servants applying on lateral transfer, or staff at Range 10 on promotion.

Applications from part-timers and job sharers are encouraged stating the hours they wish to offer. Those applying under the Two Ticks scheme and from the CTC, who meet the minimum criteria, will be interviewed.

Location of post - 197 Blackfriars Road, London SE1 8AA

UK Trade & Investment (UKTI)

UKTI is the government organisation that supports companies in the UK trading internationally and overseas enterprises seeking to locate in the UK. It is a client-focused, sales driven organisation, which aims to deliver maximum value through a highly skilled workforce.

About the role

UKTI's International Trade Directors are responsible for ensuring that businesses in their region receive the consistent, high-quality advice and support they need in order to develop, increase and sustain their international trade success; and that resources going into these activities are used effectively and in accordance with UKTI national strategy and the regional international trade strategy agreed with the Regional Development Agency. They must also ensure delivery of the volume and quality targets established by UKTI.

You will be an influential player at national, regional and local levels, involved in both strategy development and delivery. You will also work closely with regional partners, including the London Development Agency (LDA), with which you will be co-located, the Greater London Assembly (GLA), Government Office for London and business support organisations.

You will be responsible to the London-based head of UKTI's Regional Directorate, but will be based remotely. The post is unusual in offering a high level of autonomy to the post-holder.

You will head a small core regional team of five people based in London but will also have responsibility to manage the successful performance of the UKTI-funded International Trade Team (ITT) of business-facing International Trade Advisors and support teams, currently totalling about fifty in number and mainly from the private sector.

Yours will be a pivotal role in taking forward an exciting agenda in London. The Economic Development Strategy for London is presently being refreshed for launch in 2010. This calls for the development of an International Trade Strategy to be developed jointly with the LDA and GLA, building on "Taking London to the World: An Export Promotion Programme for London" published in June 2009.

You will be the senior representative of UKTI in the London region and will play an important role in the management of the Regional Directorate in UKTI Headquarters.

Key responsibilities of the post

You will:

- Work closely with the LDA/GLA to formulate and implement a regional international strategy and delivery plan, consistent with UKTI national and RDA regional strategies, including the Economic Development Strategy;
- Ensure delivery of UKTI's quantitative and qualitative targets for London region.
- Guided by UKTI Strategy and the Economic Development Strategy, ensure UKTI's services in the region are focussed on priority market segments and are adapted to the needs of businesses (especially SMEs) for support, advice and information on how to enter and exploit overseas markets;
- Ensure that UKTI services are delivered in the region in a manner consistent with the Support for Business programme, utilising Greater London Enterprise as the prime delivery organisation;
- Agree joint business plans and performance measures with the International Trade Team contractor (Greater London Enterprise) and the LDA and ensure delivery of services to regional businesses against these plans;
- Ensure co-ordination and consistency of UKTI regional trade development services with other regional business support service providers and networks;
- Ensure effective recruitment, retention and development of your core team;
- Working closely with the LDA and Greater London Enterprise, develop a partnership marketing and communications plan and be responsible within that for effective UKTI promotional activity in your region, including sectoral and market campaigns, roadshows, seminars, conferences and duty tours of overseas staff;
- Work with regional partners to ensure the effective and co-ordinated use of available EU funding;
- Work with the LDA to ensure the effective use of any LDA monies committed to supporting international trade
- Advise and assist Ministers and senior officials, including the Executive and Board of the LDA and of Greater London Enterprise as required.

You will report to UKTI's London-based Director, Regions.

Qualifications, Skills and Attributes required

Essential Skills

- A record of delivery against measurable outcomes
- Well developed leadership, organisational and people management skills
- Proven effectiveness in influencing and relationship management, using strong interpersonal, presentational and networking skills
- The ability to use or develop evidence to formulate strategies and turn them in to deliverable solutions in a complicated and evolving environment.
- Evidenced stakeholder management skills, combined with the ability to develop personal credibility with the LDA and the London business community at all levels.
- The resilience, energy and motivation to initiate and deliver change and to operate with a large degree of autonomy and initiative.
- Knowledge and experience of international business and of SMEs

Desirable Skills

- a good grasp of the government's economic development agenda and of regional partnerships and operations

Interview Panel : Martin Cook – Director, Regions, UKTI
Danny Lopez, Group Director, London Development Agency
Ann Morrison, Deputy Director, Human Resources and Development.

Closing Date : 11th April, 2010

Salary

This post is at Grade 6 for which the salary scale starts at a minimum of £53,543 to a maximum of £67,313.

Type of Appointment

This appointment is offered on a Fixed Term Appointment basis of 3 years, with the possibility of extension or permanency.

Selection Process

Your completed application, achievement record and Diversity Questionnaire must be returned by Friday 9th April 2010 to recruitment@taltalent.com.

Your application will be reviewed against the advertised criteria to assess your suitability for the post. If you pass this stage of the process you will be invited to an assessment centre. Successful candidates from the assessment centre will then be invited to an interview. Both the assessment centre and the interview will take place in Central London. Full details will be sent to you with your invitation.

If you require any further information about the job or the work of the team please contact Martin Cook (line manager) on **020 7215 2434** or [**Martin.Cook@ukti.gsi.gov.uk**](mailto:Martin.Cook@ukti.gsi.gov.uk).