



JOB PROFILE

Post Title:	Investment Coordinator
Portfolio:	Treasury, Infrastructure and Sustainable Development
Responsible to:	Export Trade and Investment Manager
Responsible for:	Sustainable Development Support Officer
Grade:	Band E

Job Purpose

To improve the lives of all within our community and help the island thrive by ensuring that the Investment Strategy is delivered through investment enabling. Working with key stakeholders to assist and enable investment in St Helena as per the Investment Policy and Investment Strategy.

Main Duties and Responsibilities

1. Act as the 'single point of contact' for investors. Where investors come forward willing to develop their business, requiring St Helena Government's support, whether it to be to provide incentives, communicate and leverage applications for immigration permission, land applications, or to make introductions, the Investment Co-ordinator will provide that support.
2. Work with all noted departments in providing guidance to individuals and companies to establish, relocate, or expand their businesses within the community. Work to ensure processes (immigration, land sales, lending, planning etc.) run as smoothly, quickly and uncomplicated as possible.
3. Manage the enabling of large scale investments, bringing in colleagues from different departments across the Public Service and outside of Government to facilitate.
4. Develop due diligence reports for inward investors, to provide to colleagues within Immigration, Company Registry, or where required. The Investment Co-ordinator should strive to continuously improve the Due Diligence reporting, by working with UK Government where required, to receive intelligence and information.
5. Drive forward investments through the Investment Enabling Group; provide agenda items to the chair of the group, and lead on providing updates.
6. Map out processes that investors need to go through and provide information about investment opportunities, such as through the Investment Prospectus. Work with marketing, website development and press colleagues to create material to advertise opportunities both at the local and international level. Lead on attempts to attract talent to St Helena to set up professional services businesses.
7. Ensure processes are in place to track investments, and a database is kept of interested parties.



JOB PROFILE

8. Build strong working relationships with stakeholders both within and outside the Public service across a number of industries; these include fisheries, agriculture, digital development, tourism etc.

9. Lead on any improvements to the Investment Policy and Strategy as required. Work to develop investment incentives with the Head of Sustainable Development, Chief Economist and Treasury Director.

10. Undertake all people management activities, such as absence management, managing conduct, conflict resolution, conducting appraisals etc. and completing Manager Self Service (HR21) processes as required.

11. Provide leadership, management and development to support team members to perform their roles competently and achieve team objectives or targets.

Special Conditions

There are no special conditions associated with this role.

However, for the proper performance of the responsibilities this post will not be limited to normal working hours, the postholder will, in response to the demands of the post, be required to work out of normal working hours.

This job profile is not an exhaustive list of duties and responsibilities. There may be other ad hoc duties that fall within the remit of the role that the job holder may need to complete. In addition, the job holder will be required to carry out any other reasonable duties as requested which are commensurate with the grading and level of responsibility for the role.

Core Competency Framework

Competency	Level
Professional Development: Na	i
Planning & Delivery of Work: Plans and organises work to meet individual, team and directorate/departmental objectives whilst achieving quality and value for money. Recognises good performance and tackles poor performance. Ensures delivery against plan. Identifies information needs and ensures they are delivered in a timely and effective manner.	iii
Analysis and use of Information: Identifies and uses various sources of evidence to support outputs. Uses evidence to evaluate policies, projects and programmes. Works confidently with data before making decisions: e.g. interpret trends, issues and risks. Establishes underlying causes of problem.	iii



JOB PROFILE

Considers options before deciding solution.	
Decision Making: Solves problems that have significant short-term implications for the organisation. Assesses the impact of decisions. Identifies causes rather than just symptoms to inform solutions. Uses trends and patterns in information for evidence based decisions. Confident in making decisions within policy guidelines. Assembles available knowledge to ensure evidence based decisions.	iii
Working with Others: Informs, consults and influences others using a range of communication mechanisms. Engages with others to gather information. Shares and implements good practice with others. Works with senior management and other stakeholders.	iii
Communication: Varies language and content to ensure understanding of audience. Facilitates understanding by explanation and example. Highlights key points for summary from detailed and complex documents.	iv
Influencing and Persuading: Encourages and provides constructive feedback to improve performance. Ensures alternative approaches to work are effective in meeting the organisation and individual needs. Remains constructive when disagreeing or challenging. Challenges inappropriate employee behaviours.	iii
Dealing with Change: Encourages employees to embrace and contribute to change. Presents the business need for change and can focus others on the positive aspects. Enables others to implement change. Anticipates obstacles to change.	iv
Continuous Improvement: Can describe what the future looks like in terms of service improvements and modernisation. Motivate others to improve and develop their performance. Constructively challenges existing strategies. Sets SMART objectives for teams and evaluates them.	iii
Managing Resources: Ensures appropriate resources and levels of capability to deliver to plan. Uses management information to monitor/control resources. Supports initiatives for new and more efficient use of resources. Gains respect and credibility from team members through effective delegation, coaching and development.	iv



PERSON SPECIFICATION

Criteria	Essential / Desirable	Application Form	Selection Process
Qualifications:			
A Level 3 or above qualification in business studies or equivalent level of demonstrable attainment or experience	E	√	
Project or Programme Management Qualification (Prince2, MSP, Agile) or equivalent level of demonstrable attainment or experience	D	√	
Knowledge & Experience:			
Good knowledge of investment policies or strategies, and experience in enabling investment	E	√	√
Experience working in the Private Sector outside of Government	E	√	√
Experience of analysing and interpreting information to develop solutions or solve problems	E	√	√
Experience of dealing with financial accountability and procurement systems (preferably in a public sector environment)	D	√	
Experience of supervising a group of staff and overseeing the day-to-day running of a team	D	√	√
Skills and Abilities:			
Excellent verbal, written and presentation skills, including the ability to explain complex ideas and engage people	E	√	√
The ability to define and use analytics to support decision making	E		√
Able to use professional judgement and diplomacy to make decisions	E		√
Confident in using ICT systems relevant to role, including Management Information Systems and MS Office	E		√
Able to plan, manage and review tasks for team members	E		√
Strong interpersonal skills including motivational, negotiating, influencing and relationship building	E		√
Excellent time management and planning and organisation skills	E		√
The ability to be creative and identify improvements and anticipate and respond to change	E		√
Proficient at assessing problems and determining the most appropriate action	E		√



PERSON SPECIFICATION

Is approachable and confident in developing team members to acquire skills and experience	E		√
Other:			
Willingness to work flexibly – some evening work may be required.	E		√
Committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.	E		√
Contribute to a positive working environment ensuring commitment to equality and diversity.	E		√

Our Values

FAIRNESS

We act as role models and have fair and consistent standards. We champion equality, inclusion and respect.

INTEGRITY

We communicate openly and we are honest, accountable and ethical.

TEAMWORK

We work together and we support each other.

Professional or Career Progression Cadre Competency Framework

Not applicable.