

JOB DESCRIPTION

Job Title:	Business Development Manager
Reports To:	Director of Business and Commercial Operations
Rate of Pay:	£35,000 to £42,000 per annum plus £300 per month essential car user allowance.
Benefits:	Performance related bonus
Hours:	As required to meet agreed targets
Location:	National
Primary Purpose:	To manage and maintain the overall function of the Business Development department to include business reporting, to deliver key business growth in line with the Business Plan. Management of the BD team. Proven expertise in the planning, execution and leadership of new business strategies.

Principal Duties Include:

1. Responsible for the overall management of all strategic and operational Business Development and Customer Relationship activities.
2. Provide market feedback to the company leadership regarding competitive offerings, prospect needs and generate product development ideas.
3. Take ownership of the management of the Business Development function of the business.
4. Drive increased revenue and profit to achieve the Company's ambitious growth.
5. Working to stringent targets, the job holder will be required to adopt a professional and knowledgeable approach to each new business call.
6. Planning and coordinating the implementation of business plans and the penetration of new markets.
7. To be the principal point of responsibility for production, definition and delivery of Business Development and performance reporting across the company.
8. Developing, reviewing and maintaining appropriate CRM systems to ensure collated and effective record keeping / reporting that is fit for purpose and are universally accessible.
9. Producing timely and consistent management reports in accordance with specified requirements.
10. Performance management of the Business Development department.

11. Working collaboratively with department heads to deliver the overall Business Plan
12. Support cross departmental communication, acting as an intermediary, ensuring process changes are communicated to all affected areas of business.
13. Monitoring of equipment testing in accordance with health & safety regulations
14. Any other duties which are consistent with the grade and purpose of the job role.

It must be understood that every employee has a responsibility to ensure that all work undertaken is carried out in a way that complies with the company's policies, procedures, quality standards and codes of practice. This includes an obligation to show due regard for Health & Safety, Equal Opportunities, confidentiality and the highest standards of customer care.

All employees are also expected to actively participate in supervision, the identification of their own training needs and participation in all mandatory training any other appropriate training events.

Effectiveness of leadership and management:

- **Performance;** Creates a culture of high performance.
- **People:** Advocates a style of communication in order to deliver organisational objectives.
- **Partnering;** Champions a partnering approach to business: knows and understands the business value of partnering and applies it to both internal and external customers and stakeholders.
- *Aligns BD function with operational teams in order to achieve strategic priorities.*

PERSON SPECIFICATION	
Commitment	<ul style="list-style-type: none"> • Commitment to the Company's values and standards including safe and healthy working practices, equal opportunities and dignity and respect at work • Willingness to be flexible • Positive attitude to work and taking instruction from others

	<ul style="list-style-type: none"> • Commitment to developing self through training • Commitment to work in line with the common inspection framework. • A proven record of excellent time keeping and attendance
Experience	<ul style="list-style-type: none"> • Experience in working at management level to align sales strategies and solutions • In depth knowledge of the industry and its current events • Must have experience of working in a corporate/business focused environment • Excellent negotiation skills, proven track record of successfully pitching for new business • Proven track record of increasing revenue and business growth • Of working in a fast paced training environment • Of engaging at senior levels along with excellent presentation skills. • Of managing projects • Of existing and emergent social technologies
Essential Attributes	<ul style="list-style-type: none"> • Strong communication and IT fluency • Creative talents and the ability to solve tough problems • The ability to handle pressure and meet deadlines • Skill in prioritising and triaging obligations • Creative instinct and ability to think laterally about new business planning; focus on our USP and differential in the market • Attention to detail • Excellent time management and organisation • Ability to create and maintain professional and productive relationships • Ability to work as part of a team • Strong customer focus • Ability to manage changing priorities
Qualifications and Training	<ul style="list-style-type: none"> • Relevant qualification in business management (desirable)