

**Job Description**

**DESIGNATION :** Business Development Manager

**GRADE :** Grade 11

**POST NO :** 4233

**DIRECTORATE :** Place

**UNIT :** Growth & Commercialisation

**RESPONSIBLE TO :** Growth & Commercialisation Manager

**SUPERVISORY**

**RESPONSIBILITY FOR :**

**LIAISON WITH :** Members, Staff of the Council and other organisations, consultants, contractors, business owners local interest and Voluntary groups and members of the public

**PURPOSE OF JOB**

To lead the development and delivery of the Council’s key commercial business areas ensuring that the generation of income is maximised whilst improving and developing services to promote future growth.

**MAIN ACTIVITIES:**

1. To provide leadership particularly in relation to commercialisation and business development, driving business growth, income and continual improvement across services.
2. To lead commercial business delivery and contract management across a number of services.
3. To develop and lead the delivery of the Commercial Strategy for the Authority.
4. To assist service managers in the preparation of commercial business cases, provide advice with business start-ups and provide advice on options to improve and grow income generation.
5. To explore the potential for development of joint contracts or joint ventures with strategic partners, neighbouring local authorities and other external organisations to further our commercial activities or make better use of resources. To be responsible for the negotiation of these contracts.
6. To manage relationships with clients ensuring that they are satisfied with the services they receive and to resolve any problems quickly and effectively.
7. To monitor the performance of commercial services against financial and business targets and take corrective action where appropriate.
8. To work with the communications and marketing team to develop marketing strategies to increase commercial growth.
9. To represent the City Council in meetings at regional, county and local level.
10. To prepare and present Management, Executive or Council reports and other reports and make recommendations as appropriate.

DATE: May 2018

**Person Specification**

**JOB TITLE :** Business Development Manager.

**GRADE :** Grade 11

**POST NO :** 4233

**SERVICE :** Place

**UNIT :** Growth & Commercialisation

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| **SELECTION CRITERIA** | **ESSENTIAL** | **DESIRABLE** | **CATEGORY** |
| **QUALIFICATIONS & KNOWLEDGE**  Educated to degree level in a related discipline or 5 year relevant experience in a senior commercial management role.  Relevant qualification in project management | **✓** | **✓** | A, C  A, C |
| **EXPERIENCE & SKILLS**  Experience of delivering commercial success in a public sector environment  Experience of negotiating contracts in a commercial environment  Experience of managing and monitoring contracts to ensure specific outcomes are delivered.  Experience of managing people and resources to ensure high performance and delivery of service objectives  Evidence of developing and / or supporting strong partnerships  Providing technical advice to non-professional decision makers  Being proactive in finding best practice, guidance and innovative and creative solutions, and applying them to local circumstances  Experience of budget management and trading accounts | **✓**  **✓**  **✓**  **✓**  **✓**  **✓**  **✓**  **✓** |  | A, I, R  A, I  A, I  A, I, R  A, I  A, I  A, I, R  A, I |
| **SPECIAL REQUIREMENTS & ATTITUDE**  Ability to make sound and timely decisions based on an analysis of the relevant data  Ability to work effectively in a political environment and establish positive relationships with key stakeholders at all levels, internally and externally  Ability to lead and develop a performance management culture  Ability to think laterally and develop creative and innovative solutions to organisational challenges  Ability to manage multiple projects and prioritise effectively  Ability to analyse and interpret complex written and financial information  Strong interpersonal skills with the ability to persuade, negotiate and influence others  Ability to plan and formulate own work activity with minimal supervision  Ability to effectively communicate to a range of levels in a variety of form | **✓**  **✓**  **✓**  **✓**  **✓**  **✓**  **✓**  **✓**  **✓** |  | A, I  A, I, R  A, I  A, I, R  A, I  A, I  A, I, R  A, I  A, I |
| **OTHER** |  |  |  |

**COMPLETED BY:** Director of Place

**DATE:** May 2018

**CATEGORY:** A – Application, C - Certificates, T – Testing, I – Interview, R - Reference