

## Job Description

<b>Role Title</b>	<b>Business Development Manager – New Business</b>		
<b>Team</b>	Operations		
<b>Line Manager</b>	Head of Business Development		
<b>New/ Existing Role</b>	New		
<b>Perm/ Fixed Term</b>	Permanent/Full time role	Grade 3	
<b>Job Purpose</b>	<p>The Business Development Manager – New Business will be responsible for managing bids and tendering for new strategic business. They will have responsibility for the public and private sector bids and will put in place and manage a robust and structured approach to quantifying and bidding for public and private sector tendering, including developing a strategic view on potential and existing partners.</p> <p>Working with programme managers and the business development team, they will identify new business and manage the process of bid / no-bid decisions and plan, monitor and manage the preparation and submission of new businesses proposals and bids.</p>		
<b>Resource Management Responsibilities</b>	<b>Budget/ Equipment Accountabilities</b> Yes	<b>People (EST) Accountability</b> None	<b>Contractor Accountability</b> Yes
<b>Organisational Context</b>	This role sits within the Business Development team at Energy Saving Trust (EST). The team covers commercial activity, public sector tendering, EU and International projects.		
<b>Critical Accountabilities</b>	<p>Main responsibilities will include:</p> <ul style="list-style-type: none"> <li>Identify relevant tenders and other opportunities through on-line tender tracking tools and through engagement with programme managers and make expedient, robust decisions on which to pursue</li> <li>Build relationships with key clients in government and the wider public sector to gain foresight of upcoming priorities and commercial opportunities.</li> <li>Maintain good knowledge and contacts with potential competitors and partners with whom it will be necessary to form consortiums on many bidding opportunities.</li> <li>Manage the development of bid teams and the writing of bids for public sector contracts including managing review processes and the sign off of final bid documents. These could range in value from £20,000 to £1 million +</li> <li>Lead the problem solving effort for bids in new areas of business for EST.</li> <li>Lead the writing and communication effort.</li> <li>Build effective and collaborative relationships across EST. This includes project delivery teams, Marketing, UK policy leads, EU bidding team, Government Programmes, Finance.</li> <li>Maintain excellent knowledge of emerging developments in the low carbon sector relevant to EST's work including, policy, technology and programme delivery.</li> </ul>		

Competency Requirements	Level 1 (+)	Level 2	Level 3	Level 4 (-)
Communication, interpersonal and negotiation skills		X		
Financial and commercial acumen	X			
Delivering results	X			
Applying knowledge and expertise		X		
Customer Focus	X			
Change Management			X	
Team Working		X		
<b>Knowledge, skills and qualifications required</b>	<p>Must have:</p> <ul style="list-style-type: none"> <li>• Proven record working in a similar role, with experience in developing successful bids and proposals.</li> <li>• Excellent knowledge of the low carbon sector and high learning agility to develop expertise in new areas quickly</li> <li>• Strong commercial acumen and understanding of operating in a commercial consultancy environment.</li> <li>• Experience of working with ad hoc teams from a across the business to delivery results.</li> <li>• Accurate numerical work and attention to detail.</li> <li>• Strong skills in MS Office suite, particularly MS Excel and project management software.</li> <li>• Strong analytical and problem-solving skills</li> <li>• A 'self-starter'</li> <li>• Organised and able to adjust to priorities and achieving results within agreed objectives and deadlines.</li> <li>• A can-do, flexible and collaborative mind-set.</li> <li>• Excellent inter-personal, presentation and communications skills, with the ability and commitment to work across a geographically dispersed and culturally varied network as well as within and across teams in EST.</li> </ul>			