

Job Description

Service:	Operational services
Job title:	Business Development Officer
Grade:	Grade G
Hours of work:	37
Responsible to:	Operations Manager
Responsible for	
Direct reports:	0
Indirect reports:	0
Budget:	£200k revenue budget and current income target of £500,000


Purpose of Post:

To identify business opportunities and new markets to increase income and profitability across a range of various services within operations. To manage the whole process from inception, development, and implementation, and project management, which also includes the supporting business cases and evidenced to support the opportunities identified. To have full responsible and accountable for the direct sales and expected income recovery.

Key Deliverables:

- Identify business opportunities to increase income and profitability across a range of services within operations, including through partnership workings, and new markets.
- To have full responsibility for the inception, development, and implementation of new business opportunities within services. This includes the accompanying business plans and evidence-based appraisals to support the opportunities.
- Responsible for maintaining and driving future sales within current services and within any new business delivery.
- Analyse sales, marketing, finance and other reports to gain insights into how to improve performance and maximise growth.
- Reporting of performance against pre-agreed KPI's, key project milestones, and expected income targets. Must ensure current agreed budgets within services regarding income and expenditure are safeguarded.
- Accountable for maintaining a good relationship with service managers through the entire business development process.
- Responsible for developing and maintaining a professional relationship with existing and new clients and ensuring that all current services being delivered, and their current standards are safeguarded throughout.
- Make sure a high level of customer satisfaction both internally and externally is achieved and demonstrated.
- Responsibility for ensuring risk is managed and contractual issues are looked after in the company's best interest.
- Make evidence-based proposals on whether to curtail operations or even expand into new markets

<p>Knowledge and Qualifications</p> <p>The minimum knowledge required to undertake this role and any qualifications or training essential for the role</p>	<ul style="list-style-type: none"> • Must have extensive Business development experience. • Project management (either prince2 or equivalent demonstrable experience of managing projects) • Strong educational background at degree level. • Proven track record of developing business opportunities and the accompanying business plans and evidence-based appraisals to support the opportunities. • Must have a minimum of four years' experience in direct sales, include cold calling and face to face level. • Excellent IT skills and knowledge of relevant software. • Full clean UK driving licence.
<p>Experience</p> <p>Experience the person would need to do the job</p>	<ul style="list-style-type: none"> • Experience of working across teams and services. • Proven experience of managing projects, including pilots. • Stakeholder and change management. • Demonstrable experience of producing business cases
<p>Skills and Abilities</p> <p>Specific skills the applicant would need to do the job</p>	<ul style="list-style-type: none"> • Strong commercial awareness. • Strong Negotiator. • Good numeracy skills. • Being able to work with a team. • Strong analytical skills. • Exemplary communication skills and stakeholder management. • Politically aware. • Proven track record of generating income
<p>Decision Making and Impact on Others</p> <p>What impact the reasons made by the post holder would have on others across the Council</p>	<ul style="list-style-type: none"> • Significant impact on the organisation's reputation • Significant disruption to services if incorrect decisions are made. • Significant impact financially if risks and projects are not managed correctly.

	<ul style="list-style-type: none"> • Impact on staff and managers if incorrect decisions are made and implemented. • Significant impact on operational delivery if incorrect decision are made and implemented.
Communication with Internal and External Customers What customers the applicant would be in contact with in the job	Predominantly external customers – high visibility with members of the public Where is the focus of this role in their team, other teams or across the council Internal customer contact 50 % External customer contact 50 %
Personal Attributes and Other Requirements In this section please list any other qualities you are looking for from the applicant	Willing to travel and occasionally work unsocial hours Be a good team worker demonstrating loyalty and commitment to the organisation and team members
HDC values 	<p>Example: The values outlined below reflect our collective positive attitude and how all staff is expected to work together as one team.</p> <p>Inspiring: We have genuine pride and passion for public service; doing the best we can for customers matters to us all.</p> <p>Collaborative: We achieve much more by working together, and this allows us to provide the best service for customers.</p> <p>Accountable: We take personal responsibility for our work and our decisions, and we deliver on our commitments to customers.</p> <p>Respectful: We respect people's differences and are considerate to their needs.</p> <p>Enterprising: We use drive and energy to challenge the norm and adapt to changing circumstances. We are always ready for challenges and opportunities, and we embrace them.</p>

Safeguarding and promoting the welfare of children and young people/vulnerable adults



Huntingdonshire District Council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.

- Ability to safeguard and promote the welfare of children and young people/vulnerable adults
- Demonstrates understanding of safeguarding issues
- Appreciates the significance of safeguarding and interprets this accurately for all individual children and young people/vulnerable adults whatever their life circumstances.
- Has a good understanding of the Safeguarding agenda
- Can demonstrate an ability to contribute towards a safe environment
- Is up-to-date with legislation and current events
- Can demonstrate how s/he has promoted 'best practice'
- Shows a personal commitment to safeguarding children