

**JOB DESCRIPTION/
COMPETENCY STANDARD**



Job Title:	Business Development Executive
Reporting to:	Sales Manager
Location:	Middlesbrough
Job Reference Number:	N/A

Qualifications & Experience

Preferred Qualifications:

- HNC in an appropriate technical subject

Preferred Experience:

- Minimum 3 years experience in a senior commercial, sales or business development role

Company Values

- Safety:** We fundamentally believe that it is unacceptable for anyone to be hurt or injured in any way during the course of their work and beyond.
- Quality:** We aim to provide higher quality services and solutions that are right first time.
- Integrity:** We are ethical in our dealings and only make promises we can deliver on. We speak the truth, even when the truth is difficult to take.
- Respect:** We are considerate both of the environment and the people involved in our business.
- Pride:** We are proud of our history and take pride in every aspect of our business. No job is too big or too small.
- People:** People are our most valuable asset. We desire long term and open relationships with our customers, suppliers and employees. We are one team.

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Management Competencies

- Team working:** Develops and builds strong working relationships both internally and externally
- Innovation:** Seeks to continuously challenge and improve the norm with creative solutions that provide commercial opportunity
- Listening:** Focuses on the needs of the customer (internally and externally) and the challenges they face
- Planning:** Effectively utilises appropriate assets and resources in a timely and coordinated manner
- Leadership:** Effectively leads and inspires others

Technical Competencies

Networks and builds strong working relationships with clients and potential clients

Holds strategic level commercial awareness with effective use of negotiation techniques and pricing management

Evaluate technical and contractual information

Possesses high level understanding of project risk and the varied risk management processes and techniques that can be adopted

Protects and develops strategic client relationships with clear and effective communication

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Key Duties

- Drive and promote health, safety, environmental and quality standards
- Drive and promote the company mission, vision and values
- Complete client PQQ's
- Client visits to understand their challenges and identification of potential work opportunities for the Company
- Ensure submission of all received enquiries/proposals with requested information in line with client requirements and within time deadlines. Application for extensions when timescales are not achievable
- Book RFQ's into the ERP system with the relevant information to provide the client with a quotation
- Manage Sales Opportunities through the ERP system
- Client liaison and management of client expectations
- Follow up on all enquiry/proposal submissions. Gain understanding of why proposals were successful or otherwise for company planning purposes
- Prioritise, plan and organise client visits to the Company
- Identify and agree enquiry/proposal KPI's
- Monitor, measure control and report on all enquiry/proposal activity and progress against KPI's including the identification and implementation of actions required to achieve set targets
- Build strong internal relationships with senior managers in order to obtain the necessary support for bid submissions
- Assist during sales negotiations
- Liaison with clients in the event of clarification, disputes, etc

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- Participate lessons learnt processes on all successful and unsuccessful enquiries/proposals
- Develop, implement and manage successful Company PR campaigns and marketing strategy to support business growth
- Develop strategic alliances to support business growth as required
Manage PR/marketing spend

Key Accountabilities

- Ensure zero harm to all personnel (including employees, clients and sub-contractors)
- Uphold company safety standards across day-to-day business operations
- Achieving and exceeding corporate KPI's for enquiry/proposal work
- Generation of successful proposals in line with business strategy targets
- Effective resourcing of enquiry/proposals activity
- Establishing and maintaining positive corporate client relationships ensuring customer commercial expectations are satisfied
- Promote successful PR and marketing campaigns leading to increased workload opportunities and enquiry level
- Reduction/removal of repeated mistakes across enquiries/proposals through effective analysis of lessons learnt outputs
- Increase in the level and amount of new customer activity and awareness of Company expertise

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