

JOB DESCRIPTION

**Job Title: NI008/17 - Assistant Director of Business Development**

## Department: Business Development Unit

**Section: Children’s Services**

**Responsible to: Head of Business Development**

**Responsible For: Business Development Manager**

Key working relationships:

Internal contacts:

* NI Director, Director, Business Development, Head Office Children’s Services and Business Development Unit (Part of the UK wide Senior Business Development Team)
* Business Development colleagues based in other Regions and Nations, Assistant Director Children’s Services, Assistant Director Finance, Resources, Assistant Director People, Assistant Director Property, Facilities Management and Regional Office Teams. Working with these colleagues in operations and support services to create the ‘bid team’ that ensures bid success and appropriate risk management.

**Job Purpose:**

* To manage the Business Development function in Northern Ireland, providing support to localities as part of a UK wide Senior Business Development Management Team. To contribute directly to the growth of Children’s Services through market specialism in a priority Barnardo's growth area.

**Key Responsibilities:**

To act as a lead within the BDU on the following key functions:

* Focal point for engagement with operations and other key stakeholders, ensuring joined up work programmes between commercial and operational parts of the business
* Motivate, lead and stretch team of Business Development Managers and Executives, recruiting new staff where necessary
* Project lead/management support for high value/high risk and strategic tenders, quality assure submission of bids/proposals
* Market intelligence and insight, developing strategy to achieve Children’s Services growth, contributing to Business Development Business Planning
* Project lead/management support for implementation and roll out of successful bids

## Main Tasks:

* Lead on high value/high risk and strategic bids, working with colleagues in operations and support services to create the ‘bid team’.
* Responsible for the safe custody of personal information that may be received through tender documents (i.e. TUPE) and supervision of how this information is used within Barnardo's. Is also responsible for custody of information that is sensitive to the commercial interests of Barnardo's.
* Lead on proposal strategy, bid/no bid and qualify out decisions, formulation of bid strategy leading to successful bids
* Provide management oversight, supervision and challenge on high value, high risk, high priority tenders for both new and existing services/projects; uses feedback and learning from successful and unsuccessful tenders both developed in own team and in other regions/nations is used to improve bid quality and tender success rates.
* Provide challenge and quality assurance to the Bid management, risk assessment/mitigation and development proposal process. Implements robust systems to monitor and quality assure proposal management based on agreed standards.
* Supervise, motivate, mentor and stretch the Business Developmenteam, ensuring their professional development and that their workloads are managed.
* Accountable for timeliness of team’s tender submissions, identifies internal and external good practice re tendering and bid implementation and share effectively across BDU and operations.
* Lead on presentation, negotiation and dialogue with commissioners.
* Use and embed updated project management methodologies and lead on the roll out of new processes and project management tools.
* Develop risk mitigation strategy, working with internal operational and support services to implement actions and overcome challenges.
* Represent Barnardo’s at internal and external meetings/events, leading on bid presentations, negotiations and competitive dialogue.
* Develop partnerships with national/local organisations to facilitate business opportunities and market Barnardo's products and services.
* Maintain good relationships with existing clients and develop relationships with new clients and key stakeholders up to senior management level in order to generate business opportunities.
* Deliver regularly updated management information to UK Directors, Region/Nation Directors, Project Sponsors, including financial analysis.
* Deep knowledge and insight into current developments, policy changes and competitor activity in Children’s Services, looks for ways to use this knowledge to innovate in service delivery and provide challenge to existing ways of working.
* Assist in the process of promoting Barnardo’s as the top provider and market leader in Children’s Services.

This Job Description and Person Specification reflect the duties of the post as they exist at this time and may be subject to changed based on the needs of the Department Programme. The post-holder may be required to undertake other duties commensurate with the salary and competence requirements of this post from time to time as required.

**Pre-employment checks will be required for the role**



**PERSON SPECIFICATION**

*All criteria are essential unless indicated as desirable (D).*

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**Please note:** Applicants must demonstrate in their application form that they currently use the skills outlined below or have used them previously in employment, education, training, volunteering etc.

**Education/Knowledge**

* Excellent command of English and Maths.
* Educated to degree level in a relevant field, for example Business/ Management Qualification such as MBA or DMS, Accountancy, Law, DipSW and/or membership of a major professional body as in accountancy, the law, social work, etc.
* Strong, proven, successful track record of writing for tenders and winning new business.

**Experience**

* Extensive experience in Business Development in Children’s Services or related markets, for example Adult Social Services, Health, Public Sector Contracting.
* Experience of delivering growth strategies.
* Leading new business presentations to internal/external audiences.
* Working in children’s services/social care market, demonstrates experience/ knowledge in at least one of Barnardo's service/product areas.
* Influencing at a senior level.
* Line management, including professional development of line reports.

**Skills/Abilities**

* Excellent communication, leadership and management.
* Ability to develop and maintain strong working relationships with senior managers
* Ability to implement effective tendering systems and deliver multiple projects and on time.
* Excellent organisational skills, attention to detail and proof reading, leading to the highest quality proposal submissions.
* Knowledge and understanding of public services markets and challenges.
* Strong negotiator, with the ability to identify and influence key decision makers.
* Undertake risk assessment of proposals, including contracts and implement mitigation strategies.

**Circumstances**

Some travel and overnight stays may be required.

**Barnardo’s Basis and Values, and Equality & Diversity Code of Conduct**

Actively demonstrate Barnardo's Basis and Values and Equality & Diversity Code of Conduct in all areas of work:

* Respecting the unique worth of every person
* Encouraging people to fulfil their potential
* Working with hope
* Exercising responsible stewardship

**Leadership and Management Behaviours**

Act as a role model for the Barnardo's Leadership and Management behaviours:

* Driven to deliver
* Leading and engaging
* Strategic thinking

## Competencies

Listed below are key competencies, which describe how the job must be carried out in order to achieve the objectives set.

**Business initiative**

Shows the independence and self-reliance to explore new avenues and approaches in response to, or anticipating the needs of situations without being asked. Thinks ahead of the present to act on future needs and opportunities.

**Planning and Organising**

Ensures the successful achievement of results through the effective planning and management of resources, which are in line with the organisation’s strategic direction. An ability to think through and adopt a clear, sensible step-by step approach to planning and organising work, making effective use of time and resources in order to get the job done as effectively as possible.

**Strategic Orientation**

The ability to link long-range visions and concepts to daily work. At the lowest level it includes simple understanding of strategies, at the highest level it is a sophisticated awareness of the impact of the world at large on strategies and how in turn that affects choices.

**Team Leadership**

The need to lead groups of people to work effectively together. The intention to take a role as leader of a team/group. ‘Team’ is understood as any group in which the person takes on a leadership role.

**Developing Others**

Genuine intent to foster the long-term learning/development of others. Develops others to achieve excellence through detailed feedback on current performance, knowledgeable support and meaningful assignments, recognising and celebrating individual success and achievement.

**Problem solving and time management**

The ability to analyse in a logical way and identify patterns and connections which are not immediately obvious. The ability to sift out the essential elements from a mass of complex information and integrate and synthesise ideas and information into a coherent whole.

**Concern for accuracy**

Acts to minimise errors and inaccuracies, maintaining high standards of accuracy and correctness in dealing with information and data. Adopting an orderly and precise approach to work paying careful attention to following standard procedures and ways of working.

**Team Working**

Ability to working collaboratively and share information within and across the organisation and contribute to the effective delivery of Barnardo’s services. Builds and maintains good working relationships with colleagues to foster team spirit, commitment to the team and achievement of shared goals.

***To be completed by the Pay and Reward Team / People Team***

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|  | **Name** | **Code** |
| ***Grade*** | 48A |  |
| ***Job Family*** | Support Services | S |
| ***Job Sub-Family*** | Business Development | SB |
| ***Organisational Level*** | Senior Manager | SM |

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| **OUTLINE TERMS & CONDITIONS OF EMPLOYMENT** | |
| The following information represents the key terms & conditions of this post and should not be viewed as a Contract of Employment. | |
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| **Salary:** | £42,458 £52,437 per annum. Grade D48A  Starting salary will normally be at the minimum of the pay range |
| **Hours:** | 36.25 hours per week to meet the exigencies of the service. |
| **Place of Work:** | You will be based in NI Regional Office. However, you may be required to work at any place where work has to be performed on behalf of Barnardo’s as it may reasonably determine. |
| **Pay Periods:** | 23rd monthly; direct to building society/bank account |
| **Probationary Period:** | Normally six months |
| **Appraisal:** | Annual |
| **Holidays:** | 26 days per annum. Leave entitlement is increased by 3 days on completion of  5 years’ Barnardo’s service. In addition, ten statutory holidays are granted. |
| **Pension:** | Auto enrolment to Barnardo’s Retirement Savings Plan |
| **Smoking Policy:** | Barnardo’s operates a non-smoking policy |
| **CLOSING DATE FOR RECEIPT OF COMPLETED APPLICATIONS IS:**  **4.00 pm Thursday 13 April 2017**  **Interviews to be confirmed**    **A waiting list of suitable candidates may be held for up to nine months for similar posts which may become available** | | |