

Job Description

Role Title	Business Development Manager – Transport		
Directorate	Business Development and International		
Team	Business Development		
Line Manager	Senior Bid Development Manager		
Perm/ Fixed Term	Permanent	Grade 3	
Job Purpose	<p>This role sits within the Business development team at Energy Saving Trust. The team covers commercial activity, public sector tendering, EU and International projects. The purpose of this role is to identify, secure and progress new transport business opportunities both through the engagement of existing and new external clients. The role will be responsible for building relationships with key clients in government and the wider public sector to gain foresight of upcoming priorities and commercial opportunities.</p>		
Resource Management Responsibilities	Budget/ Equipment Accountabilities None	People (EST) Accountability None	Contractor Accountability Yes
Critical Accountabilities (between 4-8)	<p>Relationship management</p> <ul style="list-style-type: none"> ▪ Develop relationships with existing and new clients requiring Energy Saving Trust Transport services, through effective networking, building partnerships and attending and speaking at industry events. ▪ Maintain good knowledge and contacts with potential competitors and partners with whom it will be necessary to form consortiums on many bidding opportunities. <p>Pipeline development and management</p> <ul style="list-style-type: none"> ▪ Lead the development of a strong pipeline of transport opportunities, securing a high win rate, meeting and ideally exceeding financial targets. Such opportunities may ensue through the successful preparation, submission and management of tenders as well building direct relationship with clients. 		

	<ul style="list-style-type: none">▪ Ensure accurate reporting and recording of opportunities using Salesforce, adhering to Energy Saving Trust’s commercial processes and procedures. <p>Bid management</p> <ul style="list-style-type: none">▪ Successfully lead on transport bids and be able to make expedient, robust decisions on which bids to pursue, using the bid/no bid process and in line with Energy Saving Trust’s mission and strategy.▪ Manage and write bids and proposals for transport activity. Technical content will be provided via the relevant programme teams, but the role will ensure that a deliverable and cost-effective bid is developed for submission. Under oversight by Senior Bid Development Manager, this will include managing and leading the development of bid teams; the writing of bids for public and private sector contracts; managing costing process (using Project Charter); managing review processes and sign off of final bid documents. <p>Strategy development</p> <ul style="list-style-type: none">▪ Working closely with Group Head of Business Development and Senior Bid Development Manager, develop top level commercial strategy for the transport business area looking at key markets, sectors, and services in collaboration with departmental heads and programme managers, and prioritising those for business development effort. This will involve preparing market insight reports and business plan for the bid/tender/proposals area of commercial activity as required.
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<p>Knowledge, skills and qualifications required</p>	<p>Must have:</p> <ul style="list-style-type: none"> ▪ Proven record working in a similar role, with experience in building a strong pipeline of opportunities through networking and establishing strong partnerships. ▪ Strong influencing and interpersonal skills with proven ability to quickly build relationships with new clients, and have the confidence to collaborate with and to persuade and influence people at all levels ▪ Experience of working to the principles of bid and proposal management procedures. ▪ Strong knowledge of the transport sector ▪ Accurate numerical work and attention to detail. ▪ Strong skills in MS Office suite, particularly MS Excel and project management software. ▪ Considerable commercial acumen developed over career in related roles and organisations ▪ Demonstrable ability to evaluate market developments and trends (analytical and strategic) ▪ Reputation as a 'self-starter', a proactive, not reactive, can-do attitude. ▪ Organised and able to adjust to priorities and achieving results within agreed objectives and deadlines. ▪ Ability to shape and drive pipeline opportunities forward into winning contracts for the business. ▪ Excellent inter-personal, presentation and communications skills, with the ability and commitment to work across a geographically dispersed and culturally diverse organisation.
	<p>Desirable:</p> <ul style="list-style-type: none"> ▪ Relevant degree qualification applicable to the duties and responsibilities of the position desired. ▪ Comfortable getting up to speed quickly with systems and processes. ▪ Able to contribute to the creative process in a structured and logical manner, making recommendations based on robust analysis