

Business Development Manager – Job Description

Line Manager: Business Development Director

Team: Commercial

Location: Wilton

Date: December 2018

Role Purpose:

To develop and execute plans to grow income in alignment with the business development strategy to contribute to the successful and sustainable growth of a technical platform and CPI more broadly. Developing opportunities by applying market knowledge and public funding insights, translating the offering to clients and managing networks and stakeholder relationships (internal and external).

Key Responsibilities:

- To execute plans to grow income in focus area/s (outreach; private income; collaborative R&D; strategic) in alignment with CPI strategy and key target metrics.
- To develop sustainable collaborative partnerships (companies, universities, innovation centres) to enable the effective delivery against the platform technical and business development strategies.
- To exploit public funding understanding and networks to enable efficient and proactive identification and prioritisation of project opportunities.
- To prepare compelling project proposals/briefs/quotes; where appropriate managing external supporting resource.
- To support the translation of the technical capability offering to clients.
- To input to relevant business development data/reports to support various internal management activities (to include portfolio management, business performance) and external stakeholder reporting/monitoring (grant funding bodies).
- To ensure CPI support services are effectively engaged in BD activities.
- The role may involve project management and/or dissemination/exploitation activities (typically non-technical) towards the success delivery of projects.
- To ensure that all activities are in alignment with the CPI Health and Safety policy, and that personal safety training is up to date.

Direct reports: No direct reports

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Person specification

Education / Qualifications:

Essential:	Desirable:
Educated to Degree level (or equivalent) in a relevant scientific/engineering field.	

Competencies and behaviours	
Leadership (Influencing) <ul style="list-style-type: none"> Promotes commitment to CPI’s strategy, vision, values, and direction. Motivates, inspires and build resilience in others by making the vision shareable by everyone. Rewards and celebrates success with colleagues and teams. Future proofs work practices. Trusts others’ judgment and demonstrates a willingness to try new things, even at the risk of failure. 	Decision Making (Influencing) <ul style="list-style-type: none"> Confidently draws reliable conclusions from diverse and sometimes incomplete data. Proactively sources and refers to how others have tackled similar problems previously. Considers risks, and consequences, and takes accountability for, the impact the decision has on the business including costs/ benefits.
Communication (Influencing) <ul style="list-style-type: none"> Employs comfortably a wide range of communication styles and approaches to suit different situations and audiences (external and internal stakeholders) in diverse situations. Builds effective two-way communication channels within the business area and across departments whilst maintaining credibility and securing commitment. 	Developing self and others (Influencing) <ul style="list-style-type: none"> Intervenes to address sources of lagging performance. Provides challenging and stretching tasks and assignments to develop others. Highly effective at supporting high performers and addressing underperformance through effective, constructive and open dialogue. Collects information on performance and evidence of behaviours, and uses it effectively to improve individual and team
Collaboration (Guiding) <ul style="list-style-type: none"> Displays a collaborative style in day-to-day working whilst motivating others to achieve optimal performance and results. Develops relationships which facilitate the resolution of complex tasks and can apply different techniques to effectively mitigate any conflict. Can negotiate skilfully in tough situations with all stakeholders. 	Delivery (Guiding) <ul style="list-style-type: none"> Demonstrates the ability to prepare, gain approval of, refine and update business cases that justify the initiation of a project. Displays the ability to manage stakeholders, taking account of their levels of influence and particular interests. Ensures actions and decisions within the team are aligned with CPI’s priorities. Anticipates how team objectives must adapt and stretch to respond to change.

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Knowledge and Experience:

Essential:	Desirable:
<ul style="list-style-type: none">• Working knowledge and broad experience of IT packages, particularly Outlook, Word, Excel and PowerPoint.• Have experience in business/collaboration development in a technical organisation.• Have relevant industry experience.• Have experience of leveraging public funding mechanisms to support R&D and innovation.	