**Role Profile**

**ROLE TITLE: Senior Business Development Executive**

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| **REPORTS TO: Business Development Manager** | **ROLE BAND:** |
| **DIRECTORATE: J&H** | **NO OF DIRECT REPORTS: N/A** |
| **DBS REQUIRED: No** | **LEVEL OF DBS: N/A** |
| **QUALIFICATIONS REQUIRED: No** | |

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| **PRIMARY PURPOSE OF THE ROLE:** |
| To deliver high quality written collateral to support the development of compelling bid responses and other sales documents. To lead on the development and submission of assigned bids. |

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| **KEY RESPONSIBILITES:** |
| |  | | --- | | ·     Manage bid teams and inputs from internal stakeholders for assigned bids – including operations, finance/commercial, legal, Human Resources, external engagement, etc | | ·      Manage an agreed pipeline of work, including the bid qualification process for new opportunities | | ·   Support the development and production of larger, more complex bids in collaboration with BDM | | ·    Prepare and review the commercial aspects of a bid, ensuring all services are included in a competitive final price to the customer | | ·     Deliver high quality writing to support the production of bids, proposals, expressions of interest and other sales documents | | ·     Ensure timely delivery of compliant, competitive, and commercially sound bids | | ·     Work with operational and cross-department colleagues to understand the 'Nacro offer' and build a content library and compelling narrative for bids and proposals | | ·     Contribute to the development of bid processes | | ·     Update bid library and review feedback after each submission to build best practice and drive continuous improvement | | · Lead the development of 'thematic' cross organisation responses (e.g. social value, innovation etc) | |

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| **PROFESSIONAL & TECHNICAL EXPERTISE** |
| * Background in solution/service design * Experience of bid campaign management, from opportunity identification through to project delivery * Clear understanding of the commercial, strategic and deliverability aspects of opportunity qualification * Sound commercial understanding (including P&L and risk management skills) * Solid understanding and implementation of internal governance procedures * High level of written and verbal communication skills |

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| **ORGANISATIONAL PERFORMANCE AND COMPLIANCE** |
| * Collate and maintain live pipeline information * Produce timely, high quality, compliant and price competitive bids * Maintain high levels of transparency and regular reporting to the designated project board throughout each bid * Maintain a complete and accurate ‘Bid Book’ throughout each project * Produce the required internal documentation at key points throughout the bid life-cycle (i.e. Phase 0, Opportunity Assessment Tool, Opportunity Development Document, Executive Summary, Management Reports) * Positively promote and represent Nacro at all times, building strong relationships with colleagues internally and externally * Adhere to Nacro’s Safeguarding and data policies and procedures at all times and comply with legislation and statutory duties and data controls protocols. * Act in line with, promote and carry out all responsibilities with full regard to Nacro’s Equality and Diversity Policy. |

**In addition to the above, undertake other activities commensurate with the nature of the post including taking on a concurrent responsibility that supports delivery across one or more teams.**

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| **Line Manager/Head of Dept::** |  |
| **HR Business Partner:** |  |
| **Date:** |  |
| **Profile review date:** |  |