

Job Code 390 **Business Development Administrator**

Reporting to: Business Development Co-ordinator

Purpose: Support the Business Development Team in all aspects relating to administrative duties.

The Business Development Administrator supports the regional business development team helping to win work and develop the regional business plan; this includes office administrative tasks, such as facilitating meetings, assisting with presentation preparation and supporting materials, note taking and general administration duties as well as generating new business leads.

Achieving Results

- Provision of administrative support to enable the Business Development team to achieve targets and bid wins
- Delivering a full administration resource to the Business Development Team
- Ensuring all administration activities are completed as instructed or required to maximise bid/tender success

Managing the Process

Preparation and submission of documents

- Assist with the preparation and submission of PQQ, tenders and bid documentation
- Assist with the production of promotional brochures, newsletters press releases and exhibition material
- Maintain and update our verified answer database to assist with the bid process

Market and promote the activities and profile of Lovell nationally

- Liaise with the Business Development team to produce case studies
- Create and maintain case study library and categorise for easy searching
- Maintain and update photo library with new imagery; categorise and label, ensure all new developments are up loaded on to INSITE/dedicated drives
- Create and maintain Powerpoint presentations for using internally and externally to promote the business, new initiatives and opportunities

Conferences

- Assist in the organisation, planning and running of conferences

Team membership responsibility

- Close liaison with other members of the Business Development team
- Tracking tender opportunities and reporting these to the Business Development Team
- Supporting the Business Development team in their roles

General Duties

Carry out clerical/administrative duties such as:

- Typing/Minute taking
- Maintaining electronic records & files
- Arranging meetings
- Assisting staff with issues on Word/PowerPoint and Publisher
- Invite clients to corporate events and maintain client database

Award Entries

- Work closely with the Business Development teams to track and enter Lovell into relevant National and regional awards and accreditations

Serving the Customer (Internal and External)

Liaise with internal and external clients by various methods of communication

- Speaking with potential regular contacts by telephone, letter, email and attendance at meetings if required
- Attendance and participation in conferences, exhibitions, seminars and presentations

Maintain a database of clients and contacts

- Maintain the CRM database and bid library
- Manage the Business Development tender files on F Driver including updating, filing and distribution
- Produce Project Directories for new developments

Distribution of OJEU notices

- Receive copies of all OJEU notices and distribute reminders to Business Development team

Team membership responsibility

- Close liaison with other members of the Business Development team

Delivering Quality

Technical Skills and Knowledge

	Basic	Intermediate	Advanced
Microsoft Word			
Microsoft Excel			
Microsoft Power Point			
Microsoft Outlook			
Microsoft Publisher			
Form& and Develop relationships with key clients			

Form & develop relationships with supply chain partners			
Knowledge & understanding of KPI's, Customer Charter, Benchmarking and continuous improvement practices			
Knowledge & understanding of different forms of contracts			
Knowledge & understanding of existing partnering projects			
Knowledge & understanding of Government Legislation & Policy relating to Decent Homes Standard			
Knowledge and understanding of research methodologies			
Knowledge and understanding of PPG, RPG & SPG			
Knowledge and understanding of public funding sources and leverage			
Knowledge and understanding of various procurement routes, i.e PFI, LSVT, ALMO, REgen Co, JVC, HC, NDC, MRA, Cross-subsidy, etc			

Training Matrix

A training matrix for this role, which includes all the compulsory training which is required, is published on the People Development site in INSITE. Full course descriptions explaining the content of these courses are also available on INSITE.