

Job Code 34	Business Development Manager (New Build)
Reporting to:	Regional Partnerships Director
Purpose:	Responsible for securing suitable new build projects to complement our area regeneration activities

Achieving Results

- Produce reports using Key performance measures.
- Keeping abreast of changes in legislation as they affect Partnering in the construction industry and reporting on strategic issues.
- The collation of data to measure performance and efficiencies.
- Keeping abreast of Best Practice and Innovation; report on the likely impact to the pursuit of continuous improvement.

Managing the Process

Assisting in the preparation and submission of documents

- Preparation and submission of tenders and bid documentation relating to contracts and the production of promotional brochures, newsletters, press releases and exhibition material.

Maintain a database of Clients and contacts needs & strategic plans

- Using the Business Development database to track contact with Clients, their needs, their strategies and their development plans.
- Build and maintain a database of local authority housing supplies, and development allocations.

Manage Corporate Relationships

- Develop and maintain an understanding of key Client's needs.
- Network via regular contact with key Clients.
- Host corporate events to foster improved working relationships and secure new business.

Team membership responsibility

- Close liaison with other members of the Business Development Team.
- Identifying and securing new business opportunities.
- Respond timely to OJEC, EOI, RTP and ITN Notices in relation to contract opportunities.

Market & promote the activities and profile of the Region

- Always offer Lovell as a solution to Clients development needs, tailoring the Lovell offer to meet the specific needs of the Client.
- Demonstrate a commitment to the principles of Equal Opportunities at all times.

Promoting Opportunities

- Ensure early appraisal of land opportunities are completed and presented to the Regional Partnership Director so that an informed decision can be made on its progression.
- In conjunction with other departments, ensure land opportunities are progressed through to offer stage and assist in presenting a thorough and professional proposal to the Regional Managing Director and Lovell Board.

Other

- Health and Safety - All employees have a statutory duty to look after their own safety and to give due consideration for the safety of others. Employees also have specific responsibilities as set out in the Company Health and Safety Policy.
- Equality & Diversity - All employees must comply with the Company Equality and Diversity Policy, ensuring that at all times behaviour is fair and non-discriminatory.

Serving the Customer (Internal and External)

Liaise with internal and external Clients by various methods of communication

- Regular contact by letter, telephone, visits and attendance at meetings as required.
- Attendance and participation in conferences, exhibitions, seminars and at presentations.
- Production of newsletters, flyers and other promotional material.
- Progressing enquiries.

Delivering Quality

Comply with LIMS procedures relating to Business Development

- Familiarise self with the process flow charts and procedures and ensure that any action for which you are responsible are carried out at the appropriate time.

Managing People

Monitor and Feedback on Performance

- Carry out annual and interim Performance & Development Reviews
- Control attendance
- Identify shortfalls or training requirements that may arise during the works

Comply with Lovell Policy and Employment Legislations, relating to;

- Recruitment
- Induction
- Discipline & Grievance
- Health, Safety and Welfare
- Absence Management

Regularly Communicate

- Carry out daily / weekly / monthly communication with site staff and sub-contractors
- Cascade information from quarterly Operations workshops

Give and Receive Feedback

- Regularly discuss individual, team and site progress through one-to-one's; project meetings; supply-chain meetings.

Support Learning and Development

- Support staff to enable development in line with their PDP
- Encourage progression towards full professional membership, where appropriate

Technical Skills and Knowledge

	Basic	Intermediate	Advanced
Microsoft Word			
Microsoft Excel			
Microsoft Power Point			
Microsoft Outlook			
Microsoft Publisher			
Power Project			
Form & develop relationships with key Clients			
Form & develop relationships with supply chain partners			
Knowledge & understanding of Egan Agenda and Partnering principals			
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 & Understanding of research methodologies			
Knowledge & understanding of PPG, RPG & SPG			

Knowledge & understanding of public funding sources and leverage			
Knowledge & 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.