

Euofins York Job Description

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Job title: Business Development Manager (BDM)

Primary Location: York/Castleford

Summary of function: To develop new business and new activities to support the Expert Services, Training and Products businesses

Reports to: Marketing Manager

Main responsibilities (this is not an exhaustive list):

Managing People

To promote a culture of growth through sales across the business

To possess and display the appropriate knowledge, skills and behaviours required by EY of its Line Managers

Managing Operations

To deliver new business and to assist in the delivery of departmental plans

To present findings to the team and executive members of staff

To develop customer relations and provide strategic direction to the development of the departments and delivery of wider objectives

To liaise with customers, organise meetings, and deliver presentations as necessary

To ensure customer retention and positive customer relations are maintained and to identify new opportunities for development

To produce management reports and representation at management meetings

To be familiar with and operate in accordance with the requirements of ISO 9001/17025

Managing Finances

To contribute to the setting of the yearly budget and longer term plans

To negotiate tender and contract terms

Managing Development

To identify new services to tap into new markets

To support the Marketing Department in all marketing activities

To generate new business and protect existing business

To perform any other duties which may reasonably be expected of the postholder

To ensure that he/she obtains and maintains the requisite competences to perform his/her duties (eg technical, PTS etc) and carries out his/her duties in accordance with all EY policies, procedures and processes, including, but not limited to, the Health & Safety at Work Act (1974)

Reporting staff:

Nil

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Business Development Manager - Person specification	
KNOWLEDGE	
National Qualifications Framework (NQF) related qualification	Level 5
Strong knowledge of relevant IT	ESS
ISO 9001/17025 or similar documented quality management system	DES
Institute of Leadership & Management (ILM) Qualification	Level 4-6
Professional recognition	ESS
Experience of relevant business to business activities	ESS
Knowledge of YES key markets	ESS
SKILLS	
Excellent personal organisation skills and time management skills	ESS
Prioritisation skills	ESS
Ability to communicate with technical specialists and non-specialists alike	ESS
Awareness of commercial aspects	ESS
Team and Project Management skills	ESS
Proven track record in managing delivery	ESS
Leadership skills	ESS
Strategic thinker who can also deliver within an SME	ESS
Presentation skills	ESS
BEHAVIOURS	
Being responsible for their actions and taking proactive ownership of projects	ESS
Actively working in, and communicating with, a small team	ESS
Demonstrating reliability, flexibility and enthusiasm	ESS
A willingness to take decisions within their clear areas of responsibility	ESS
Being willing to travel to visit clients within UK (regularly)/abroad (occasionally)	ESS