

## Job Description

<b>Job Title:</b>	Business Development Manager
<b>Salary:</b>	£25,000 p.a.
<b>Accountable to:</b>	Chief Executive
<b>Location:</b>	Huyton, Merseyside with some flexibility for home working

### Background

Your Payroll offers a reliable and cost-effective outsourced payroll service to organisations of any size. With around 900 satisfied clients, chiefly based in Merseyside, we have ambitious plans to increase our customer base by exploiting opportunities within the social care and public sector markets.

The Business Development Manager will play a pivotal role in delivering growth targets by identifying and responding to tender opportunities in the public sector, primarily targeting independent schools; academies; local authorities; and NHS Trusts.

### Job Purpose:

The main purpose of the role is to drive revenue growth through securing service contracts within the public sector and increasing take up by individual employers across the North West and further afield.

### Principle Duties and Responsibilities:

The role involves working independently to:

- Produce original bid responses for tenders, frameworks and PQQs, submitting applications within target deadlines
- Monitor tender and procurement portals to identify opportunities
- Attend bidder briefings and market warming events for relevant service delivery opportunities
- Gather the necessary evidence to support applications
- Engage effectively with key internal and external stakeholders to ensure the successful completion of proposals and tenders
- Ensure transition plans following a contract award to operational mobilisation for new services
- Manage ongoing customer relationships and with internal and external stakeholders including commissioners and other providers in key service delivery locations
- Develop relationships within health and social care professionals

### Other duties:

- Contribute to the development of strategies for product development, marketing, branding and resources

- Raise the profile of Your Payroll by representing the organisation at network events and relevant meetings as required
- Identify and actively pursue opportunities that align with the Business Plan priorities
- Maintain market awareness, best practice and competitor intelligence and influence product/service development
- Be a role model for the company culture
- Any other duties considered necessary to further the aims of the organisation.

### **Requirements**

You will have previous experience in a bid/tendering/procurement role and a proven track record in formulating bespoke responses, writing, editing and checking proposals.

Other requirements:

- strong communication skills and the ability to build excellent internal and external relationships
- ability to present technical information in a user friendly way
- meticulous attention to detail
- excellent research, administrative and MS Office skills, particularly word and power-point
- good project management skills with the ability to handle a number of bid projects at any one time
- Good organisational, self-motivation and time management skills
- Ability to work autonomously and under own supervision to strict deadlines

Familiarity with tendering/procurement portals would be highly desirable and previous experience of writing tenders for submission to local authorities and public sector bodies would be advantageous. Ideally, you will have a background in, or be familiar with, the professional services (accountancy/ payroll/HR or similar) market sector.

Your Payroll has a unique selling proposition, which differentiates it from other payroll service providers. This is its relationship with its parent charity, Knowsley Disability Concern, whereby Your Payroll gifts all of its profits to further the charity's aims and help improve the lives of disabled people, thereby delivering great social value, not only for the organisation but also for its customers.

**June 2019**

*Kindly funded by the*

### Business development Manager – Person Specification

Requirement	Essential	Desirable
<b>Skills and Effectiveness</b>	<ul style="list-style-type: none"> <li>▪ Highly organised with excellent time management skills</li> <li>▪ Ability to prioritise workload and work with minimal supervision</li> <li>▪ Ability to communicate well with people at all levels and from a variety of backgrounds</li> <li>▪ Strong rapport building skills and the ability to build relationships</li> <li>▪ Highly motivated and results oriented</li> <li>▪ Excellent telephone and face to face communication skills</li> <li>▪ Excellent computer skills; use of MS PowerPoint, Word, Excel and Outlook, databases, CRM systems</li> <li>▪ Ability to multi-task whilst paying strict attention to detail</li> <li>▪ Good project management skills</li> </ul>	<ul style="list-style-type: none"> <li>▪ Ability to present complex and technical information clearly and concisely</li> </ul>
<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>▪ Experienced in writing original proposals, bids and tender responses</li> <li>▪ Experience in checking and proof-reading proposals and bids</li> <li>▪ Producing progress reports</li> <li>▪ Experience of managing and delivering projects successfully</li> <li>▪ Experience customer relationship manager</li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience of public sector tenders/procurement</li> <li>▪ Managing tendering portals and contract</li> <li>▪ Track record in winning tenders/achieving new business sales</li> <li>▪ Experience of payroll/payroll-related services</li> <li>▪ Knowledge of payroll systems and processes, including workplace pensions regulations</li> <li>▪ Understanding of personal budgets and direct payments in the context of health and social care services</li> </ul>
<b>Education and Qualifications</b>	<ul style="list-style-type: none"> <li>▪ Good standard of education</li> <li>▪ GCSE English &amp; Maths</li> <li>▪ High standard of spoken and written English</li> </ul>	<ul style="list-style-type: none"> <li>▪ University Degree</li> <li>▪ Diploma or similar qualification in Business Administration</li> <li>▪ GNVQ in related subject</li> <li>▪ CIPP qualification</li> </ul>