



Job Description

Position: Business Development Executive

Summary:

In conjunction with Service Delivery Director to ensure the delivery of the development of new business and revenue generating opportunities. To have responsibility for workstreams including market scanning to support the building of new business relationships, monitoring the effectiveness of existing business delivery and working across teams to ensure consistent performance.

Responsibilities and Duties:

oversight of existing and new business and revenue generating opportunities to ensure effective delivery

monitoring of contract and grant performance, identification of issues and proposals for mitigation

market scanning and reporting to support the development of new revenue development opportunities

working across teams to lead on the creation and development of bids, tenders and proposals

working with the policy team to ensure opportunities for revenue development are identified

to continue to build on extensive relationships with business, Government and other stakeholders in support of business development goals

to project lead, when necessary, on the negotiation of contracts and tenders in support of the Service Delivery Director

to put together the bid requirements to tender for new and existing contracts and grants.

oversight of business development pilots and monitoring of performance

