**Job Description**

**Business Development Manager**

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| **Job Details** |

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| Reporting to: Wet Waste Manager |  | Date: 1st February 2018 |

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| Department: Wet Waste |  | Location: Wokingham and national travel |

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| Responsible for: Business Development and Sales |

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| **Job Summary** |

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| As Business Development Manager will be required to win new business in order to support the business strategy and deliver against the business plan. Responsible for demonstrating your sales prowess in order to secure major new business wins; you will be able to demonstrate a high level of understanding around the commercial structure of a proposition and have a track record of delivering results.  You will work collaboratively with peers to galvanize business development efforts. You will be focused, organised and structured with demonstrable experience of delivering new business wins with our major clients. You will be goal oriented with excellent track record of new business success. You will be empowered to “just get on with hitting the numbers” whilst having as much training and support needed to assist in hitting target.  Reporting and accountable directly to the Wet Waste Manager this role demands exceptional focus; clear vision and national insight coupled with excellent delivery, commercial/management skills and proven experience of driving change through vision delivery. |

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| **Key Responsibilities** |

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| * Daily management of the allocated sector and individual pipeline * Commercial responsibility for sector and pipeline * Direct contact with senior executives within all prospects * Ability to manage the proposal and tender process - this will demand the ability to manage a complex project involving various different internal functions * Delivery of specific target-based account activity * Implement tactical and strategic account plan activities to deliver profitable, recurring revenues * Contribute to the strategic Business Development and Sales plan * Develop and manage annual business plans identifying key activities, priorities and risks * Contribute to the, development and delivery of the A1 Wet Waste business strategy * Build relationships and manage the delivery of a consultation process with stakeholders in line with future strategies * Manage the delivery of the services and manage the Wet Waste pipeline * Work with Wet Waste Manager to generate a Business Development agenda with all clients |

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| **Key Skills** |

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| * Relationship management and interpersonal skills * Communication, influencing and negotiating skills * Strategy development and Implementation * Project management * Presentation skills * Research and Report writing skills * Problem solving and decision making * PC literate with PowerPoint, Excel and Word skills |

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| **Knowledge/Experience/Skills Required** |

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| * 5 years Business Development experience * High degree of self-drive tenacity and resilience * Drive to deliver * Excellent interpersonal skills, particularly influencing and negotiation skills * Excellent numeric and verbal skills * Excellent Client service skills * Ability to both interpret and compile complex reports * Experience in business process outsource to major business clients * Professional and positive approach * Self-motivated * Strong in building relationships and able to communicate at all levels * Team player, and able to work on own initiative * Dynamic and Creative |

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| **Health and Safety** |

* To ensure that all personnel, equipment and practices comply with Health and Safety requirements
* To liaise with safety representatives and the Health and Safety department to ensure that Health and Safety initiatives are implemented
* To follow all risk assessments and method statements
* Report all accidents, incidents, and near misses
* To ensure compliance with the full company health and safety policy

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| **Working Environment** |

* To maintain all areas to the highest standards of housekeeping at all times
* To monitor, report and progress all damage to the fabric of the plant and equipment
* To ensure that the equipment is operable and maintained according to the Preventative Maintenance Schedule
* Undertake pre-checks as required for all work equipment
* Deal with any spilt material and product in accordance with spill procedures.

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| **Compliance** |

* To follow all quality, safety and environmental policies
* To ensure compliance to all objectives for continuous improvement
* To complete any paperwork required, either electronically or in paper format and return it to the office.
* To follow written and verbal instructions given; including any written procedures and processes as relevant to your area of operation.
* To attend any training required, and read any information and newsletters issued to you.

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| **Job Confirmation** |

Please check that the above details are correct and sign below to confirm. Thank You.

**Job Holder:**

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| Signature: |

**Manager:**

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| Name: |  | Date: |

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| Signature: |