

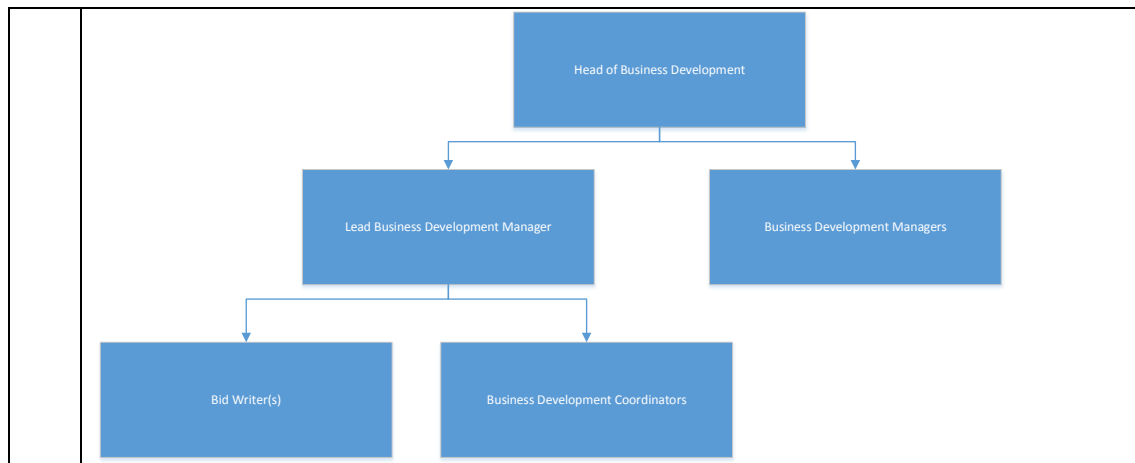
**HOME GROUP**  
**JOB DESCRIPTION**

<b>1</b>	<b>JOB DETAILS</b>	
	<b>Job Title: Business Development Manager</b>	<b>Date: March 2018</b>
	<b>Reports to: Head of Business Development</b>	<b>Ref: HOMEJD658</b>

<b>2</b>	<b>JOB PURPOSE</b>  A national post supporting the design and delivery of new business in line with Home Group's strategic priority to be a market leader in new models of care by 2020.  This will be through the leading on delegated bid activity, coordinating the management of products and remodelling existing business as required.
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<b>3</b>	<b>DIMENSIONS</b> <ul style="list-style-type: none"><li>• Staffing numbers managed total: 0 - 2</li><li>• Contribution to the delivery of the Commercial Plan by supporting the delivery of new business in our target sectors</li><li>• Attendance at internal and external meetings across the country to facilitate business development activity</li><li>• Membership of project groups and working parties as required</li><li>• Direct impact on new business target of £90.7m by 2022. Shared team impact on revenue turnover of £20m annually.</li></ul>
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<b>4</b>	<b>ORGANISATION CHART</b>
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## **KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED**

- Education to degree level or equivalent skills and knowledge through experience of working in learning disabilities, mental health and/or health sectors
- Substantial experience in a management and/or commissioning
- Excellent understanding of commercial issues including commissioning approaches and pricing and direct experience of leading tender preparation and/or evaluation
- Excellent understanding of workforce and practice issues
- Ability to construct multi-year operational budgets
- Analytical skills to enable the understanding of commissioner requirements and translate these into compelling and accurate service offers
- An ability to portray complex information to internal and external audiences
- Excellent written and presentation skills, particularly the ability to construct concise and persuasive tenders and propositions for commissioners
- Strong proven ability to collaborate with internal and external partners
- Good understanding of TUPE regulations and their impact on pricing
- Excellent networking skills and an ability to establish relationships with other provider organisations, commissioners and sector-specific professionals
- Project management skills to support an ability to work on multiple opportunities simultaneously
- Team player, intuitively collaborative and a win-win approach
- Ability to continuously update knowledge and understanding of practice and sector-specific issues

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## **KEY RESULT AREAS**

- Act as the expert lead in business development activity and processes within NMC and with Development and Operations
- Contribute to the effective use of resources by accurately assessing potential opportunities for deliverability and viability

	<ul style="list-style-type: none"> <li>• To ensure that all bids and tenders are excellent quality, represent the best of Home Group's offer and practice, and deliver a positive view of the organisation</li> <li>• Support delivery of the commercial plan by acting as the product owner for agreed products, ensuring these are reviewed regularly and updated to reflect internal and external developments</li> <li>• Ensuring governance standards are met by leading on gateway approvals for opportunities</li> <li>• Collaborative approach with Partnerships and Clinical teams to convert opportunities that present as future tenders into new business for Home Group</li> <li>• Build credible, trusted and collaborative relationships with Local Authority and NHS commissioners to support business development activity</li> <li>• Work collaboratively with relevant internal stakeholders across the business to ensure business development activity is managed sustainably for the organisation</li> <li>• Represent the organisation externally by presenting at relevant conferences/workshops to promote our services and enhance our reputation</li> <li>• Strong collaborative working with Business Development Coordinators (tbc) to ensure all information and monitoring requirements are met</li> </ul>
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<b>7</b>	<p><b>COMMUNICATIONS AND WORKING RELATIONSHIPS</b></p> <p>Internal:</p> <ul style="list-style-type: none"> <li>• Head of Business Development, Director of Commercial</li> <li>• Partnership Managers</li> <li>• Head of Clinical Practice, Clinical Leads</li> <li>• Heads of Service Delivery, Operations Managers, other Operations colleagues</li> <li>• Development, asset management and PropCo colleagues</li> <li>• Support functions, including Finance, Legal, Learning and Development, Human Resources and Development, and IS</li> </ul> <p>External</p> <ul style="list-style-type: none"> <li>• NHS and Local Authority commissioners, through tenders, negotiations and events</li> <li>• Provider organisations</li> </ul>
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<b>8</b>	<p><b>SCOPE FOR IMPACT</b></p> <ul style="list-style-type: none"> <li>• Central to supporting our strategic aim of being a market leader in new models of care through the securing of new business within our target sectors and presenting our services/models brilliantly</li> <li>• Creates a working environment that engages and motivates others to work collaboratively</li> <li>• Leads on risk identification and mitigation for lead business development activities</li> </ul>
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<b>9</b>	<b>CORPORATE RESPONSIBILITIES</b> <ul style="list-style-type: none"> <li>• To take full responsibility for the health, safety and welfare of yourself and ensure that through your acts and/or omissions you do not adversely affect your colleagues</li> <li>• Actively follow Home Group's health and safety policy, procedures and safe systems of work. This includes following instructions and actively participating in training or development to ensure compliance and best practice in this area</li> <li>• To understand and follow all relevant policies and procedures that impact on learning activities</li> <li>• To participate in all reasonable training, learning and development activity designed to support you in performing your role and supporting the development of the team</li> <li>• To contribute to project groups or in other ways collaborate across the organisation to support the achievement of our core objectives</li> <li>• To promote equality, diversity and inclusion as an integral aspect of working at Home Group and lead by examples in both actions and behaviours</li> <li>• To undertake any further duties requested by your line manager commensurate with the level of your post</li> </ul>

<b>10</b>	<b>JOB DESCRIPTION AGREEMENT</b> <div> <div> <b>Job Holder's signature</b> </div> <div> <b>Date</b> </div> </div> <div> <div> <b>Manager's signature</b> </div> <div> <b>Date</b> </div> </div>
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JOB TITLE  
VERSION 1  
DATE