

**Job Description:**

**Justice Business Development Manager**

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| Function: | Sales – Government and E&R UK&I |
| Position: | Business Development Manager |
| Job holder: | XXX |
| Date (in job since): | XXXX |
| Immediate manager  (N+1 Job title and name): | Growth Director |
| Additional reporting line to: | N/A |
| Position location: | Home based |
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| 1. Purpose of the Job – State concisely the aim of the job. | |
| * To attain individual sales quota through the development and execution of winning bid strategies for allocated opportunities * To gain a place on the Prison Services Operator Framework and win call-off prison contracts from the Framework | |

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| 5. 2. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| * Lead allocated Justice bids for new business, retention or cross-selling opportunities * Support the Growth Director in setting the bid strategy and win themes for larger opportunities * Co-ordinate and manage the relationship with commercial, Tech & Services and other functions to ensure the best outcomes are delivered against the client’s specification. * Support development of the bid solution, including drafting or contribution to written responses * Engage in client-facing discussions and negotiations as part of the procurement process * Remain up to date with competitor analysis and market changes ensuring these are reflected in solutions, technical responses and pricing as required/appropriate. * Report on opportunities to internal Governance/Investment Boards as appropriate. * Share lessons learnt and enable continuous improvement. * Provide subject matter expertise into other related bid opportunities as required. * Support the development of wider segment sales strategy work. * Use experience to contribute to wider Sales growth and development, processes and procedures as well as coach/mentor/develop more junior members of the team. |

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| 2. 3. Context and main issues – Describe the most difficult types of problems the jobholder must face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to. |
| * Winning and/or retaining Justice business at an acceptable level of profitability and on commercial/legal terms that meet Sodexo’s Right Client Right Terms principles * Differentiating our proposals and solutions from those of our competitors, demonstrating the added value that we provide our clients * Building and maintaining client relationships before and during the procurement process * Adherence to the sales process and internal governance processes |

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| 4. Accountabilities – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities. |
| * Achievement of a hit rate of at least 50% for ‘Must Win’ opportunities; and at least 33% for other opportunities * Retention of all contracts that are subject to a competitive tender * Compliance with Sodexo Sales Process and internal governance procedures * Market and client dynamics are fully reflected in technical and commercial proposals |

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| 2. 5. Dimensions – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department. |
| * Qualifying for the new Prison Services Operator Framework is essential to Sodexo’s success in the Justice market * All Sodexo’s prisons in England will be re-tendered through the Framework, representing over €200m of annual revenue * The Framework also provides the opportunity for Sodexo to grow their Justice business through securing new prisons, each with an annual value in excess of €20m |

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| 6. Job profile – Describe the qualifications (Education & experience), competencies and skills needed to succeed in the position. |
| * Justice and/prison operations experience is preferred but not essential * Experience and understanding of procurement processes and structures * Experience of bidding opportunities including effectively incorporating bid governance and processes, as well as developing and implementing bid strategy * Proficient at analysing bid questions and developing responses to maximise scores against evaluation criteria * Ability to work to tight deadlines, under pressure and excellent at multitasking * Good interpersonal skills, influence and impact, working with others * A strong quality orientation and commitment to continuous improvement * A strong communicator, with a high standard of written and verbal communication skills * A clear thinker able to offer new and innovative solutions |

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| 2. 7. Organization chart – Indicate schematically the position of the job within the organization. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated. |
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**Levels**

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Date:       Date:

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Job holder Immediate Manager