

Job Description:   
Bid Solutions (Business Development) Manager – D&GS

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| Function: | | | | Business Development – Defence & Government Services | | | | | | | | |
| Job: | | | | Senior Business Development Executive | | | | | | | | |
| Position: | | | | Senior Business Development Executive | | | | | | | | |
| Job holder: | | | | XXXX | | | | | | | | |
| Date (in job since): | | | | XXXX | | | | | | | | |
| Immediate manager  (N+1 Job title and name): | | | | Angela Halliday | | | | | | | | |
| Additional reporting line to: | | | | Segment CEO | | | | | | | | |
| Position location: | | | | TBC *(or home location, where T&Cs apply to certain individuals)* | | | | | | | | |
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| 1. Purpose of the Job – State concisely the aim of the job. | | | | | | | | | | | | |
| * To contribute to the Defence & Government Service’s Growth and Diversification Strategy through design, development and delivery of business solutions that lead to winning profitable contracts. | | | | | | | | | | | | |
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| 2. 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. | | | | | | | | | | | | |
| Revenue FY13: | €tbc | | EBIT growth: | | tbc | Growth type: | n/a | Outsourcing rate: | n/a | Region Workforce | tbc | |
| EBIT margin: | | tbc |
| Net income growth: | | tbc | Outsourcing growth rate: | n/a | HR in Region | tbc | |
| Cash conversion: | | tbc |
| Characteristics | | * Contribute to the expectations of the segment growth strategy; income targets for each fiscal year. This will be discussed year on year with you | | | | | | | | | | |

Draft. Version: 27-03-2014

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| 3. Org Chart – Indicate schematically the position of the job within the organisation. 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. |
| Director – Business Development  Senior BDE  Business Development Managers / Admin |

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| **4. Context and main issues** – Describe the most difficult types of problems the jobholder has to face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to. |
| * Identification of new areas of business; optimising relationships and pro-actively undertaking environmental scanning across the UK&I; communicating and developing proposals that are in synergy with our strategic growth and diversification ambitions * Keep abreast of operational developments – issues and areas of excellence to inform business development activity; service solutionising; potential partnership arrangements * Research and analyse competitor and ‘friends’ of Sodexo activity across areas of responsibility to best inform our strategic and tactical approach to winning new business; supporting segment web of influence |

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| 5. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| * Direct line management responsibility for Business Development Managers and Sales Admin; provide clear direction through objective setting; compensation structure and strategy sub-planning; provide coaching and support to optimise the learning needs of the team in line with growth targets * Lead on designated aspects of the segment strategic growth and diversification strategy as defined by the team Directorate * Co-ordinate and manage bid preparation activity – design and development of service solutions in line with Commissioning Authority requirements and solutions that are congruent with Sodexo Sales Cycle and bidding requirements: Right Client, Right Terms * Develop effective working relationships with key internal and external stakeholders * Undertake bid management responsibilities as defined by the team Directorate, and in particular maintain oversight of the team activity; co-ordinating communications of which to the Director * Undertake research and analysis of areas within your responsibility, publish and communicate findings within Defence & Government Services as appropriate * Keep updated on operational developments; business development and sales activity including personal development strategies that will maintain excellent level of output and bid success * Undertake project activity as designated by line manager – pertinent to enhancing our segment knowledge & understanding of the industry, our corporate profile and in increasing opportunities for winning new business * Maintain excellent working relationships with Business Support Team, SMEs, Service Operations and Operational colleagues |

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| 6. 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. |
| * Demonstrate and evidence appliance of Sodexo’s management behaviours; providing effective leadership to the business development team, and in responding to line manager requirements * Lead on winning bid management activity, achieving excellent feedback on bid responses submitted, and feedback from colleagues and external stakeholders on individual contribution to bid opportunities * Develop portfolio of business models that are congruent with the D&GS strategy; maintaining high level of accuracy, relativeness and usefulness of data that will support the wider team and growth * Identify opportunities for growth / diversification that contribute to segment ambitions for growth through effective environmental scanning, liaison with operational and business support teams as well as involvement in external forums – raising Sodexo’s profile |

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| 7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively |
| * Graduate calibre and/or related industry, professional qualification * Experience of designing and implementing business solutions that inform delivery models for new and existing areas of our business   Good working knowledge of office platforms and general database and software packages e.g. client management systems; project management tools etc.   * Outstanding writing, editing and verbal communication * Ability to lead and co-ordinate the activity of others in achieving end goal * Ability to work under pressure and to strict deadlines * Although a full-time (Monday to Friday) role, ability to flex working pattern to meet business demands is essential * Participate in all learning and development opportunities to enhance skills and overall contribution to the organisation * Work on own initiative, optimising time and efforts to develop self and business * Show high level of commitment and initiative to ensure winning submissions, and in developing relationships with others; networking and creation of new relationships, optimising existing * Maximise specialisms to the benefit of the business through working with others, building their capacity and skillset in your area of expertise * Ability to work flexibly to best achieve growth for the segment – functionally/thematically * Meet, or where necessary work towards personal development plan aligned to Sodexo’s sales competency framework |

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| 8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires |
| |  |  | | --- | --- | | * Growth, Client & Customer Satisfaction / Quality of Services provided | * Relationship Management / Networking | | * Rigorous management of results | * Innovation and Change | | * Brand Notoriety / Awareness | * Business Consulting | | * Commercial Awareness | * Operational Oversight | | * Research & Analysis | * Accountability & Ownership of results | | * Commitment to Personal Development | * Clients for Life – commitment/appliance | |

8a) Sales Specific Competencies:-

* **SALES ACUMEN:** Application of knowledge and Sodexo sales processes leading to successful sales
* **CLIENT SECTOR ACUMEN:** Application of industry knowledge and digital capability
* **DRIVE TO PROFITABLE WIN:** Focus and strategies to achieve profitable sales
* **TRUSTED CLIENT STRATEGIC PARTNER:** Establish and maintain client relationships to the degree of a trusted adviser
* **SOLUTIONS ARCHITECT:** Create winning, commercially viable bid solutions
* **COMMERCIAL ACUMEN:** Ensure development of sound business and financial deals
* **STRATEGIC THINKING:** Shape, articulate and implement winning sales strategy
* **PROJECT MANAGEMENT:** Use project management skills for bid governance

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| 9. Management Approval – To be completed by document owner |
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