



## **Business Development Manager**

<b>Department:</b>	<b>Property</b>
<b>Role Code:</b>	<b>TBC</b>
<b>Grade/Role:</b>	<b>TBC</b>
<b>Responsible to:</b>	<b>Assistant Director of Asset Management</b>
<b>Responsible for:</b>	<b>None</b>
<b>Date Revised:</b>	<b>May 2024 (NEW)</b>

### **Job Purpose:**

As a Business Development Manager, your primary responsibility is to support the Assistant Director in shaping the service's assets for the future. You will play a crucial role in developing new initiatives and providing oversight to key areas of business. Your focus will be on creating new pathways and opportunities for the service, with the goal of maximising ECFRS assets.

### **Main Duties and Responsibilities:**

1. Working in conjunction with the Property, Fleet and Technical Services Managers, responsible for promoting and sustaining stakeholder engagement in departmental initiatives, assisting the team to achieve its ambitious targets, in doing so raising awareness of the Service's role in making Essex safer.
2. Identify and engage with the key decision makers, negotiating and influencing of stakeholders, key agencies and contractors, providing support, advice and guidance to build and maintain strong working relationships, gaining trust at all levels and proposing appropriate solutions.
3. Play a pivotal role in supporting the Assistant Director by efficiently managing their calendar and coordinating workstreams and events. Your attention to detail and organizational skills will contribute to the smooth functioning of the team.
4. Communicate with teams, stakeholders and commissioned partners to keep them engaged and informed on appropriate departmental / service and related activity.
5. Monitor and evaluate workstreams to ensure stakeholders are provided with detailed information and extensive evidence as to the outcomes and achievements. Ensure these evaluations are incorporated into continuous improvement.

## Role Profile

6. Accountable for ensuring performance reports and data to the Assistant Director, ensuring project work results are delivered within agreed timescales and resourcing parameters.
7. Acting as the provider-side relationship project manager, manage a framework of departmental workstreams, organising and co-ordinating programmes.
8. Collaborate with the Assistant Director to identify strategic opportunities for growth and improvement. Provide accurate reports to the Assistant Director.
9. Assist in the formulation and execution of asset management strategies. Work closely with cross-functional teams to implement new initiatives and drive business development efforts.
10. Attend external and strategic meetings and present at events, conferences and projects, with or on behalf of the Assistant Director, taking an active role in raising the profile of our initiatives and schemes and promoting stakeholder engagement.
11. Positively contribute to a safe work environment ensuring compliance with Health and Safety, Risk Management, Business Continuity and Safeguarding policy and procedure. Protect all personal information in adherence with the Data Protection Act 2018.
12. Any other duties commensurate with the responsibilities and grading of the post.