


<b>Job Description Template</b>			
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<b>Creation Date:</b>	09/10/2023	<b>Next Review Date:</b>	09/10/2025

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## **Job Description – Business Development Manager**

<b>Department/location:</b>	Hull – Specialist Industrial Services
<b>Hours of work:</b>	8:30am – 5:00pm (30 minutes lunch break)
<b>Reports to:</b>	GM Specialist industrial Services, Hull,
<b>Holiday:</b>	25 days plus 8 bank holidays PA
<b>Other benefits:</b>	Participation in commission scheme /Company 4x4 (or allowance)/ Contributory pension scheme

### **Overview**

Under the main objective to establish Hull as the reference for specialist industrial services for FIS this key role will require the successful candidate to establish themselves as a key member of the business development team with a high degree of focus on innovation in developing technical solutions for industrial service projects. This work will mostly entail providing services involving the provision of specialist tankers, Jet Vacs, Disabs and Cold Cutting, manpower, pumps and ancillary equipment to clean and remove waste products from infrastructure and storage tanks / vessels

### **General:**


To develop and maintain SIS business with major focus on utilities including power generation and manufacturing sectors. The successful candidate will possess the appropriate skills, qualifications and experience to drive new business.

### **Main Duties:**

- Identify and develop new business opportunities in targeted sectors
- Lead technical and commercial bid process for tenders and new business proposals
- Develop and maintain customer-contract relationships to establish FIS as the reference for service provider, maximising new business opportunities
- Identify and promote innovation, technical excellence and best practice in areas of quality and safety
- Mobilisation and implementation of new projects, maintaining formal project management role with appropriate liaison with operational teams

### **Other General Responsibilities:**

- Support business development team through close interaction and communication of information expertise.
- Promotion of safety culture through compliance with Health & Safety requirements: policies & procedures, risk assessments, method statements, safe systems of work etc.
- Produce risk and method statements in compliance with current health, safety and environmental legislation, company and customer policies.
- Support business development team through interactive sharing and communication of information experience.
- Representing FIS at customer stakeholder events

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### Essential Individual requirements:

- Relevant experience and knowledge of relevant sector industries
- Strong commercial acumen with ability to evaluate business opportunities
- Effective leadership, people management skills and ability to work effectively in teams
- Self-directed and ability to think and operate independently.

### Person Specification

<b>Qualifications/Training</b>	<b>E / D*</b>	<b>How assessed***</b>
Driving Licence Cat B, BE preferred	E	CV
NEBOSH or IOSH	E**	CV
Project Management	D	CV
Educated to NVQ or BTEC level	D	CV
<b>Experience</b>		
Supervisory or Project management role in IS sector	E	CV/I
IS Operations	E	CV/I
Tender/ bid preparation	E	CV/I
<b>Specific Post Knowledge/Skills</b>		
Negotiating Skills	E	I
Customer Orientated	E	I
Project Management	E	I
Negotiating Skills	E	I
IT Skills esp MS Office Word, Excel, Outlook. Pipedrive** (sales progress app)	E	I
High standard of written and spoken English for presentation of tenders etc	E	I/PA
<b>Personal Characteristics</b>		
Team Player	E	I
Effective Communicator	E	I

\*Essential or Desirable

\*\*Essential but may be achieved post-employment

\*\*\*Application Form or CV (CV); Interview (I); Presentation (P); Practical Assessment (PA)