

Business Development Manager			
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Review Date:	09/08/2024	Next Review Date:	09/08/2026

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Job Description

Department/location:	Treatment & Transfer South, based in SW, regional offices in Honiton and Avonmouth
Hours of work:	Standard office hours, 40 Hours per week: Mon-Fri 0830-1700
Reports to:	Regional Commercial Manager, South
Holiday:	25 days PA
Other benefits:	Company pension, bonus scheme, car allowance, life insurance, private healthcare, company sick pay

General:

Business Development Managers (BDMs) operate as part of the Commercial Team which incorporates marketing, telesales, field sales and administration. The main objective for the BDM is field sales promoting the sale of the range of services offered by T&T South: tanker and packaged hazardous waste transfer, treatment and disposal plus JetVac and industrial services. This will incorporate sales/marketing activities to research and establish contacts to secure new business to help grow services whilst maintaining account management responsibilities to manage and develop the existing client database.

Main Duties:

- Develop a sales plan in conjunction with the Regional Commercial Manager for the commercial growth of the T&T South business.
- Create and make initial contact with new sales leads to generate new business sales in accordance with agreed profit margins.
- Develop and maintain Customer Relationship Management of existing clients to ensure a continuing business relationship and explore avenues to grow business.
- Ensure quotes are thoroughly researched before issuing to customers and ensure commercial sign-off at the appropriate level where required.
- Actively monitor competitor activities, products, services and customer base.
- Keep personal knowledge of relevant legislation and market trends up to date.
- Liaise with Marketing Manager on all sales and marketing activities.
- Ensure all business prospects & opportunities are recorded in/managed through Pipedrive.
- Produce periodic sales reports as required.
- Attend in-house meetings as required.


General H&S Responsibilities:

- Comply with Health & Safety requirements: as per training, policies, procedures, risk assessments, method statements, safe systems of work etc.
- Actively seek to improve safety culture.
- Report any H&S issues/accidents/near misses to your line manager immediately.

Other General Responsibilities:

- Maintain the physical security of Company equipment in your possession along with any goods transported in accordance with Company Security policies.
- Maintain the security and confidentiality of Company information and data in accordance with Company IT Security and Data Protection policies.
- Attend training as required to maintain personal qualification/competence.
- Comply with the Company Equal Opportunities Policy and promote equality.
- Any other duties as required by line management, commensurate with the post holder's level of training and competence.

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Person Specification

Qualifications/Training	E / D*	How assessed***
Car driving licence valid for UK	E	CV
Nebosh / IOSH qualification	D	CV
Experience		
Proven track record of at least three years in sales/business development within the waste sector; must be able to demonstrate generating new sales and account management skills.	E	CV/interview
Sales offering tanker fleet services	D	CV/interview
Producing RAMS to meet H&S requirements	D	CV/interview
Specific Post Knowledge/Skills		
Extensive chemical knowledge	E	CV/interview
Knowledge of waste regulations e.g. ADR regulations, WM3	E	CV/interview
High degree of IT literacy with accurate data input skills: competent and confident in the use of MS Excel, Word and Outlook	E	CV/interview
Excellent written/verbal communication skills	E	CV/interview
Excellent presentation skills	E	Interview/practical assessment
Organisational skills	E	Interview
Knowledge of Quality and Environmental Management Systems (ISO 9001 and 14001)	D	CV/interview
Personal Characteristics		
Good customer service manner and able to communicate effectively and confidently by phone or in person with customers and suppliers at all levels	E	Interview
Proactive, conscientious and self-motivated with a positive attitude	E	Interview
Able to work calmly under strict deadline pressures	E	Interview
Adaptable to new situations & learn new skills	E	Interview
Flexible to take on new and additional tasks	E	Interview
Lead by example	E	Interview

*Essential or Desirable

**Essential but may be achieved post-employment

***Application Form or CV; Interview; Presentation; Practical Assessment