


Job Description Template			
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	Creation Date: 25/05/18	Next Review Date: 25/05/20	

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Job Description – Business Development Manager

Department/location:	North West
Hours of work:	40 hours per week, Mon-Fri 0830-1700 and as required to meet the needs of the business
Reports to:	General Manager – North West Region
Holiday:	25 days plus 8 bank holidays per annum
Other benefits:	Company car or car allowance, company bonus scheme, death in service benefit, company pension scheme, laptop, mobile

General:

Working as part of the North West Region Management Team under the guidance of the General Manager for Sales & Marketing, the main objective for the BDM is to promote the sales of hazardous waste services as well as other business activities as and when the opportunities arise. This will incorporate sales/marketing activities to research and establish contacts to secure new business to help grow haz waste services whilst maintaining account management responsibilities to manage and develop the existing client database.

Main Duties:

- Develop a sales plan in conjunction with the General Manager for the commercial growth of the business
- Grow existing accounts
- 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.
- Actively monitor competitor activities, products services and customer base.
- Keep personal knowledge of relevant legislation and market trends up to date.
- Liaise with the General Manager Sales & Marketing on all sales and marketing activities.
- Produce monthly reports to the General Manager:
 - Current projects/contracts
 - Sales pipeline to include potential as well as future projects/contracts/tenders
 - Competitor activities, products etc.


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.
- Promote Health and Safety at all times

Other General Responsibilities:

- 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
Confined Space Training	D	CV
Experience		
Proven track record of at least three years in sales/business development within the hazardous waste sector; must be able to demonstrate generating new sales and account management skills.	E	CV/interview
Producing RAMS to meet H&S requirements	D	CV/interview
Specific Post Knowledge/Skills		
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
Extensive chemical knowledge	E	CV/interview
Knowledge of Quality and Environmental Management Systems (ISO 9001 and 14001)	E	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