

JOB DESCRIPTION

Job Title: Business Development Manager (BDM)

Department/Team/Service: Growth Team

Line Manager: Associate Director of BD & Growth

Hours: 40 hours

Job Purpose/Main responsibilities of role:

Working with and reporting to the Associate Director of Business Development and Growth, the BDM will be responsible for driving business growth within the organisation and maximising on market opportunities. This includes identifying a multifaceted growth pipeline and working on rein plans for existing services to improve the likelihood of contracts being retained.

In conjunction with the rest of the Business Development and Growth team, they will lead on OMG's response to opportunities by creating high quality winning bids, setting out strong rein plans and communicating OMG's attractive market proposition to encourage interest from external organisations, commissioners and other key stakeholders.

As a key role within the group, the post holder will foster and develop strong relationships with internal stakeholders, supporting the maximisation of opportunities.



Operational/ Main Responsibilities

- End to end delivery of all statutory bid opportunities: research, write and/or review submissions
- Lead on the development and delivery of rewin strategies, working with local teams to prepare >12 months ahead of contract award
- Working with our Support Centre functions and NHS Services teams to develop knowledge of healthcare to support rewin plans
- Ensure that all bids meet the compliance requirements set by the commissioner; submission timescales, provider credentials and qualifications, industry standards, quality assurance, tender documentation
- Work with the Business Development Coordinator (BDC) to ensure a realistic and ambitious timetable is in place for a well-planned bid to be submitted
- Respond to stakeholders' queries before, during and after the submission of a bid
- Manage and lead several Business Development Meetings, for example, bid kick off meetings, Service Model workshops and submission response capture sessions
- Alongside the BDC, work with key stakeholders to gain access to service modelling information, which will be used to inform proposals and support bid collateral
- Support Subject Matter Experts from across OMG to demonstrate their knowledge, experience and current local case studies of excellence; all essential to support high quality winning bids and proposals
- Ensure the creation of articulate and impactful written material, including service line Blueprints
- Undertake desktop research of national and local data (qualitative and quantitative) to support the collateral
- Contribute to securing new business opportunities to ensure the achievement of the growth strategy for OneMedical Group
- Maintain a project planning process to ensure OMG are setup for success and have a structured approach to responding to upcoming opportunities, including rewins for current services
- To work with the finance team to determine viability of the contract opportunities



Strategic

- Build, maintain and grow internal and external relationships in order to support the business growth
- Attend external events and conferences to support development of key relationships.
- Understand the healthcare market and where we can deliver a positive impact on the system through delivery of frontline healthcare or property
- Continuously review the processes and procedures to ensure that improvements can be made
- Actively collate, analyse and present business development performance data and identify areas for improvement
- Work to achieve own objectives which supports the organisation achieve its goals

Leadership

- To manage the Business Development Coordinator and Business Development apprentice, undertake all necessary reviews including probationary, quarterly one to ones and annual appraisals
- Understand the development needs of own team and support in reviewing training opportunities
- To provide expert advice and guidance to colleagues in regards to own area of work
- Responsible for supporting the development and implementation of processes in relation to business development and bid tailoring and submission

Knowledge, Training and Experience

- Knowledge and understanding of public procurement processes
- High level of professional writing skills
- Strong influencer with excellent communication at all levels
- Good data sourcing and analytical skills
- Excellent planning and organisational skills
- Excellent time management with an ability to prioritise workload, including concurrent projects
- A high level of attention to detail in order to ensure accuracy and monitor results
- Problem solving skills and ability to work under pressure and meet tight deadlines
- Numerate and financially aware



- An inquisitive nature with positive attitude to learning and problem solving
- Strategic thinking – able to see the bigger picture and set aims and objectives in order to develop and improve the business
- Availability to working flexible hours during busy periods
- Strong team player – able to work as part of a team, liaising with others to collate and produce tangible, quality benefit to OMG and other stakeholders
- Pro-active, positive, and confident in approach

Desirable

- Educated to degree level or equivalent
- Familiarity with the bidding process for healthcare services

Note

This job description is not intended to form part of the contract of employment or to be a complete list of duties and responsibilities, but it is a guide, for information, to the job. It will be periodically reviewed in the light of developing work requirements in the role. The post holder will participate in the review.