

JOB DESCRIPTION

JOB TITLE	Senior Business Development Partner
REPORTING TO	Head of Business Development
RESPONSIBLE FOR / JOB PURPOSE	<ul style="list-style-type: none"> • Lead on regional development initiatives, partnership activities and innovation proposals, in a mission to deliver excellent, customer focused and cost effective solutions and viable growth options across the region. Communicating and engaging with stakeholders in a way that is consistent with our organisation's values. • Strategic overview of all regional partnerships, instrumental in progressing key relationships, seeking potential new fruitful partnership opportunities, and working collaboratively across teams to develop a coherent approach to partnership development and relationship management across the organisation. • Lead on improvement and investment activities and support the organisation to deliver its strategic objectives, addressing key areas such as new business growth, market intelligence and analysis, policy change and inflationary risk impact, commissioning contract status and evaluation • Provide strong, effective and visible leadership with a portfolio of external partner management and engagement to effectively build a culture of high performance and support the delivery of our strategic objectives • Accountable to the Head of Business Development for the development and delivery of strategic priorities for new business and relationship management, ensuring the team meets set KPI's, development targets, strategic objects and financial plans • Identifying service expansion and growth areas to ensure that development activities are regularly and robustly reviewed, in order that Community Integrated Care continues to provide demonstrable added value to our frontline services.
LOCATION	Regional Locations (Some travel will be expected)

DUTIES AND RESPONSIBILITIES

Strategic Focus and Relationship Management

- Represent and promote Community Integrated Care externally, developing partnerships and links that promote a positive profile, furthers the business aims and supports a wide-reaching network of contacts.
- Work with Executive Team and Managing Directors/ Heads of Operations to develop an Engagement Strategy for Community Integrated Care
- Enhance Community Integrated Care's reputation with commissioning bodies, funders, local government strategic leads, Clinical Commissioning Groups, private and public investors, identified stakeholders and the wider sector

- Delivery of agreed Engagement Management Strategy, with identified Stakeholder map and pipeline of all existing and potential partnerships, assessment of partners for wider strategic collaboration across the UK, in line with local and national plans and growth KPIs
- Management of a portfolio of relationships, which will include but not be limited to other third sector, public sector and corporate organisations, private funders and investors
- Work closely with the Head of Business Development to manage new business and development pipeline, setting up a joined-up approach to relationship, tender and project management, ensuring partners have clear leads and progression strategies
- Play an active role in the development of partnership management, meeting regularly with potential partners and ensure that all partnerships proceed in a timely manner with a clear understanding of expectations on each side
- Develop and present partnership proposals and work closely with the Head of Business Development team and/or partners to help develop bespoke bids, formal tenders and joint ventures where needed
- Implement, maintain and develop a strategic approach to identifying, assessing and delivering investment and partnership opportunities, devising and implementing criteria for assessing the suitability of possible partners and for undertaking due diligence where appropriate
- Keeping accurate records of status and nature of all partner relationships and ensure a Memorandum of Understanding is in place for new relationships
- Ensure learning on partnership relationships is shared across all UK operational teams
- Work closely with the marketing and communications team to produce suitable marketing collateral to support investment, innovation and engagement programmes across print and digital media.
- Identify, prioritise and manage cross sector (public and private) development opportunities, in accordance with the Business Development Strategy

Innovation and Development

- Work with colleagues including Managing Directors, Heads of Operations and Head of Business Development to identify regional solutions including large scale capital investment programmes including affordable supported housing schemes
- Optimise suitable development and new business projects to ensure a pipeline of deliverable projects that fit the organisations' growth strategy is maintained
- Work to an agreed set of KPI's, providing regular progress to target reports, engaging with finance teams to appropriately forecast against agreed growth values
- Take the lead in the identification and scoping of capital investment programmes, estate regeneration projects including stakeholder engagement and consultation plans and procurement of delivery partners and viability of appraisals.
- Work with a range of partners, including the private sector, on new projects and initiatives, for example Custom Build and Supported Housing.
- Lead on the review of our housing market evidence base and assessing the housing needs across the service portfolio
- Work with our registered provider partners to identify and develop appropriate opportunities, bid and bespoke proposals
- Active participant in regional provider forums
- Respond to new government policy where appropriate, completing business cases, developing risk registers, baseline project plans and stakeholder engagement plans

- Lead and deliver a multiple projects, simultaneously, working with a range of partners and the project team in developing, maintaining, analysing and evaluating key programme planning artefacts such as, Feasibility Studies, Scenario modelling, Business Case, Project Plans, Critical Path, Financial Plans
- Prepare regular programme progress reports, notifying variance against the programme plan
- Maintain a thorough understanding of local markets, government initiatives (including social housing initiatives) major regeneration and infrastructure plans, competitors and preferred partners
- Optimise suitable development and new business projects to ensure a pipeline of deliverable projects that fit the organisations' growth strategy is maintained
- Prepare feasibility studies, and detailed proposals with financial and risk assessments, for presentation to the Executive Team and Board.
- Ensure projects are effectively managed in line with procedures and project mobilisation briefings
- Managing the planned investment and improvement programmes in partnership with the Projects, Properties and Legal Teams

Projects

- To work with Mobilisation Manager(s) to successfully deliver new services and integrate in a cohesive and efficient manner to current service portfolio
- Develop national mobilisation plans, working with Heads of Operations to identify resource requirements and implementation plans
- Assess the impact of new service provision opportunities, ensuring adequate investigative measures have been undertaken to achieve viable and effective implementation
- Work to support projects of diversification and service redesign to meet the changing needs of the social care landscape
- Ability to manage a number of multi-site and multi-agency projects consecutively with appropriate project protocols in place at all times.
- Further enhance existing relationships, identifying potential additional growth opportunities for the organisation across the UK

Compliance

- Ensure effective governance arrangements are in place and compliance with legal requirements
- Ensure policies and procedures are in place and adhered to support all statutory responsibilities
- Remain up to date with understanding of the changing policy and regulatory requirements and the impact upon investment programmes.
- Partnership with facilities teams regarding H&S including compliance works for developments
- Adherence to procurement of framework activities/responsibilities where appropriate

Financial Accountability

- Accountable for delivering to budget on Capital Expenditure
- Planning and budget management of day to day team expenditure

Performance Management

- Ensure consistent practice and project planning activities across all programmes, fostering a culture of continual improvement

- Maintain personal development and identify improvement needs in conjunction with the Head of Business Development and seek opportunities to continually improve personal capability to achieve organisational objectives and respond to the sectors changing landscape
- To deputise as required for the Head of Business Development and undertake any other duties required to meet the needs of the organisation

KEY REQUIREMENTS

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1.	Qualifications	EVIDENCED
	Educated to degree level or above in Business related subject	E
	Evidence of Continuing Professional Development	E
	Professional Qualification in Business/Leadership Management	D
2.	Skills / Abilities	
	Ability to develop effective internal and external relationships and networks that enable the understanding and delivery of broad organisational goals	E
	Ability to deliver stretching objectives through effective prioritisation, and efficient use of resources	E
	Ability to deliver change using range of influencing, negotiation, facilitation and process skills	E
	Effective leadership style, able to build confidence and motivate and improve performance	E
	Ability to manage staff towards high performance, offering flexible and positive leadership which encourages excellent results	E
	Analytical skills – must be able to understand, collect, analyse, report and present data	E
	The ability to plan and organise a complex workload with shifting deadlines in order to meet specific targets	E
	Ability to work effectively in partnership with managers, senior colleagues, stakeholders and the board	E
	Excellent verbal and written communications skills, along with the ability and confidence to provide advice and guidance to build positive working relationships	E
	First class communication and customer service skills, with the ability to develop long term business relationships and networks	E
	Effective decision making skills, with the natural ability to lead, inspire, motivate and develop teams	E
	Negotiation skills in sensitive situations involving conflicting interests	E
	Ability to evidence personal drive, innovation, confidence & commitment to engage others, especially in change management initiatives	E
	Ability to set clear objectives and standards to ensure accountability and responsibility of others	E
	Ability to demonstrate commercial awareness to be able to effectively balance care and commercial demands	E
	Able to demonstrate customer focus to concentrate on existing and potential customers needs and wants and exceed expectations	E

3.	Experience		
	Experience of working at a senior level in a complex organisation, possessing strong business management skills and understanding of delivering excellent internal/external customer service in a social and commercial setting	E	
	Broad experience of working jointly with partners in the NHS – both providers and commissioners	E	
	Proven track record in design & development of new services	E	
	Significant project management experience	E	
	Proven skills in influencing, communication and working collaboratively; building professional networks to enhance organisation profile	E	
	Experience of working to regulatory standards, e.g. CI, CQC	E	
	Significant experience at a senior level of influencing and building professional partnerships to commission new services and increase growth and new income streams	E	
	Significant experience of managing budgets, financial planning and risk management in operations and business development opportunities	E	
	Experience of strategic project development, through innovation and effective leadership resulting in increased flexibility and improvements	E	
	In depth understanding of public sector commissioning	D	
	Experience of leading a tendering process through to award of contract	D	
	Experience of working in a complex and adaptive environment	E	
4.	Knowledge		
	Excellent knowledge of the care industry including regulatory and contractual frameworks, government legislation	E	
	Detailed knowledge of tools used to commission services effectively	D	
	Good understanding of the legislative frameworks for safeguarding vulnerable adults	E	
	Good knowledge of proposed changes in government legislation – understanding the impact on health and social care services	D	
5.	Personal Attributes		
	Highly self-motivated with effective leadership style	E	
	Strong approach to performance management with the ability to define and measure outcomes of success	E	
	Strategic thinker, able to deliver a vision of the future organisation	E	
	Ability to cope with rapid and sustained change and competing demands	E	
	Results focused	E	
	Honesty and integrity		
	Willing to be flexible in working hours and able to travel as required	E	
	Full Driving Licence or use of a vehicle	E	

NB : This job description is not intended to be an exhaustive list of duties and responsibilities, but to give an indication of the main areas of activity and involvement.

This Job Description is an outline of the key tasks and responsibilities of the post and the post holder may be required to undertake additional duties appropriate to the pay band. The post may change over time to reflect the developing needs of the Charity and its services, as well as the personal development needs of the post holder.

DATE PREPARED:

Friday, 26 October 2018 (Revised 2nd December 2021)

PREPARED BY :

Karen Sheridan, Managing Director