



Job Description: Business Development Adviser – Business Development Team

Reports to:	Business Development Manager
Directorate/Team:	Finance and Corporate Services
Grade:	5
Term:	Fixed term contract/secondment for twelve months initially subject to a six-month probationary period contingent on commercial success. This appointment is expected to lead to a permanent role that will be funded from new income generated through commercial activities.

Job Purpose:

To support the development and implementation of new income-generating products, offers, and services that contribute to the financial sustainability of the LGA and generate additional value to councils. The role will focus on identifying new income opportunities, supporting commercial service development, and contributing to the delivery of the LGA's commercial initiatives.

Core Accountabilities:

1. Work towards the achievement of the LGA's commercial income targets by identifying and developing income-generating opportunities aligned with the organisational priorities.
2. Support the creation and implementation of new income-generating products and services from concept to delivery.
3. Support all aspects of the business development process, contribute to commercial market analysis and customer engagement to inform service development.
4. Lead and coordinate bidding activities for competitive tenders and grant funding opportunities, ensuring high-quality submissions.
5. Work with internal teams to ensure income-generating activities are appropriately costed and resourced.

Post number:

6. Support the development of the LGA's sponsorship strategy.
7. Contribute to the preparation of commercial business cases and financial models for new initiatives.
8. Work as part of the Business Development Team, building a culture of flexible and collaborative teamwork.
9. Model the organisation's values and adhere to health and safety, equal opportunities, and environmental policies.
10. Undertake other duties and responsibilities appropriate to the role.

Specific Accountabilities:

1. Develop a range of new commercial offers, products and services for the local government and wider markets ensuring alignment with customer needs and profitability.
2. Support and coordinate partnership working to enhance service offerings and reach.
3. Contribute to risk assessments and mitigation planning for income-generating activities.
4. Provide administrative and analytical support to the Finance and Performance Committee and other relevant Boards.
5. Monitor performance and outcomes of commercial initiatives and report findings to senior management.

Relevant Contacts:

LGA

SLT

All staff

Finance and Performance Committee

Local Authorities

Elected members

Senior managers

Other

Commercial partners

Civil servants

National bodies

Person Specification:

Qualifications	Degree or equivalent experience
Knowledge and experience	<p>Essential:</p> <ul style="list-style-type: none">• Proven track record of developing and implementing income-generating products, offers, and services within local government from initiation to implementation.• Experience in commercial market research and customer engagement.• Experience in supporting commercial budget management, financial modelling and commercial business case development.• A broad understanding of local and central government and how they work.• Experience of managing a complex workload, preparing business development plans and meeting deadlines and milestones.• Experience of successfully delivering multi-stage income-generating projects according to original objectives.• Experience of a range of software packages including Word, Excel, PowerPoint, e-mail and the internet. Ability to learn new packages quickly.• Experience of developing and delivering commercial presentations to a range of audiences.• Experience of managing income generation partnerships with successful outcomes. <p>Desirable:</p> <ul style="list-style-type: none">• Experience of writing successful bids in competitive tenders.• Experience of marketing income-generating services.• Experience of generating income from attracting sponsorships.• Commercial experience from the private sector.

Skills and abilities	<ul style="list-style-type: none"> • Evidence of ability to work in a commercial environment to achieve stretching income targets. • Ability to work in uncertain, pressurised and challenging working environments. • Positive and responsive, with a “can do” attitude. • Excellent communication and interpersonal skills, with the ability to give clear advice on a range of commercial matters. • Excellent commercial project management skills. • Political sensitivity, with the ability to exercise discretion, judgement and confidentiality when dealing with politicians and officers at all levels, and to demonstrate political neutrality at all times. • A demonstrable commitment to customer care. • Excellent organisational skills, with the ability to prioritise work to meet deadlines, and with exceptional eye for detail and accuracy. • Excellent IT skills, including Word, Excel and PowerPoint with the ability quickly to learn new packages as required. • Ability to work as part of a team and to support others. • Flexible approach to work, with a keenness to adapt to meet changing work requirements within the fast-paced commercial environment.
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