Job Requirements
Job Ref No: BDM003

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<th>Job Title</th>
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<tr>
<td>bpas Development Manager</td>
<td>National Business Development Director</td>
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This is an outline job description, intended to give the post holder an appreciation of the role and the range of duties to be undertaken. It does not attempt to detail every activity. Specific tasks and objectives will be agreed with the post holder at regular intervals.

Job Purpose

To actively source and develop new business (private and NHS) whilst sustaining the existing caseload. To service bpas contracts and service agreements for an assigned area.

Principle Duties and Responsibilities

1. To promote the growth of business and income generation.
   1.1. To develop and implement an agreed programme of activity targeted at gaining new business in line with the bpas business plan.
   1.2. To keep up to date with developments in local and national purchasing arrangements.
   1.3. To identify and respond to local opportunities and threats within the region.
   1.4. To identify and report on the implications of contract loss/gain.

2. To negotiate contracts and service agreement.
   2.1. To lead in the negotiation of contracts and service agreements in compliance with bpas national guidelines.
   2.2. To develop and submit tender documentation in accordance with formats developed by the central business development function.
   2.3. To investigate and report on any potential service delivery changes and associated financial implications.
   2.4. To ensure that contract prices comply with the bpas Pricing Policy.
   2.5. To maintain an up to date database of contracts and contract activity.
   2.6. To provide a comprehensive briefing and handover of contract and service agreement arrangements to unit managers, including details on contract efficiency, volume and cost implications.

3. To service bpas contracts and service agreements.
   3.1. To monitor and report contract performance with regard to volume, efficiency and effectiveness, and to manage as appropriate.
   3.2. To resolve, in liaison with unit managers, day to day contract issues.
   3.3. To attend review meetings with purchasers.
   3.4. To monitor and report on Central Booking Services, where they are commissioned, and to manage as appropriate.
3.5. To develop and nurture effective working relationships with NHS commissioners and potential business partners.

4. **To provide a local area overview on capacity management**
   4.1. To monitor appointment availability and access across local areas.
   4.2. To monitor trends in appointment demand.
   4.3. To regularly report and advise local and senior management on areas of deficiencies and business opportunities.

5. **To work in conjunction with the Business Development Department to meet business needs.**

6. **General**
   6.1. To maintain the professional image of **bpas** at all times when engaged in **bpas** business.
   6.2. To adhere to the Information Governance requirements of **bpas**, to treat all information as confidential and abide by the Data Protection Act.
   6.3. Comply with the policies of the organisation including **bpas** health, safety & environment.
   6.4. Adhere to **bpas** Infection Control Policies and make every effort to maintain high standards of Infection Control at all times (recognising that Infection Control is everyone’s responsibility, whether clinical or non-clinical).
   6.5. To take responsibility to safeguard young people and to protect vulnerable adults.
   6.6. To demonstrate personal commitment and contribution to effective teamwork across the full range of **bpas** activities including the maintenance of effective liaison with internal and external key people and organisations.
   6.7. To be committed to equality of opportunity and valuing diversity and ensure this is integrated into all activity.
   6.8. To attend training relevant to your role, as provided, and to actively and continuously review all work related activities and suggest areas for improvement.
   6.9. To undertake any other tasks which are commensurate with the level and responsibilities of the post.

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Date of last review: Dec 2013
**Person Specification** *(‘Desirable’ Criteria are marked in Italics)*

### Education / Qualifications / Training
- Min of 4 GCSE’s or equivalent
- Degree or substantial relevant experience
- Good keyboard and word processing skills
- *Diploma in Sales or Marketing*
- *Good spreadsheet and PowerPoint skills*

### Experience
- Experience in contract and tendering processes
- Proven experienced in a Sales/Marketing environment
- *Experience within a healthcare environment*

### Knowledge
- Sales and marketing techniques
- Negotiating techniques
- *Knowledge of NHS commissioning policies*

### Skills
- Excellent interpersonal and written skills
- Numerate and analytical skills

### Disposition / Temperament
- Strong customer focus
- Planning and organising skills
- Ability to work on own initiative
- Influential and persuasive
- *Perceptive and creative in recognising business opportunities*
- Able to maintain strict confidentiality

### Physical Characteristics
- Clear speaking voice
- Smart appearance

### General
- Able to travel to other sites, and work additional hours as necessary
- Commitment to a woman’s right to choose abortion