

JOB DESCRIPTION

Job title	HEAD OF BUSINESS DEVELOPMENT
Department	EMH Care & Support
Location	Home Based
Work Relationships	Reports to the Executive Director of Care & support, and is a member of the Care & Support Senior Leadership Team. Works closely with Operations, Quality & Compliance, Finance and HR colleagues.
Job Purpose	<ul style="list-style-type: none"> • Identifies and develops new business opportunities that are profitable and contribute to the long-term financial viability of Care & Support. • Manages key client relationships. Builds relationships with a range of stakeholders including commissioners in health and social care, other funders, property developers, education and voluntary sector partners. • Builds cross-functional teams to guide and nourish sustainable, long-term growth. • Tracks emerging sector trends by understanding funder commissioning plans and priorities, and provider base intelligence. • Proposes and develops strategic partnerships. • Helps to shape the company's long-term objectives and determine plans for how to meet them. • Conducts webinars and presentations to raise the brand or product profile. • Secures places on framework agreements, approved provider lists and open tenders to support growth of new and existing services
Responsibilities	<ul style="list-style-type: none"> • To prepare any bids and tenders in partnership with the Quality and Compliance team for new and existing business: analysing bids and highlighting risks, contributing to bid writing and reviewing the quality of written responses, contributing to financial modelling, and preparing and presenting approval papers and business cases for executive leadership/ board approval. • To ensure that EMH Care & Support has high quality information for tender submissions including case studies and key organisational data. • To ensure that good practice is effectively shared through the tender submissions process. • To monitor outcomes of tender submissions to learn and improve future work, including reviewing and gaining feedback for both wins and losses and pricing strategy. • To manage all tender portals and supplier engagement networks online. • To maintain a bids and tenders pipeline for all areas of operation. • To work with Finance and HR colleagues to undertake due diligence for mergers and acquisitions preparing reports to executive leadership / board. • To lead on and advise the Executive Director, care & Support on business development strategies. • To work closely with the Heads of Care and Head of QA to continually evolve our services to meet the needs and expectations of the people we support and current commissioning trends. • To work collaboratively with the development team and other landlords to pro-actively seek suitable accommodation for new services in all regions. • To regularly report on overall achievements and impact through clearly defined Objectives, Key Performance / Performance Indicators and Reports. • To develop, enhance and maintain structures and systems within the business development function, developing the function to meet organisational needs.

	<ul style="list-style-type: none"> • To work with Finance to set the business development annual budget and to be accountable for ensuring that expenditure remains within budget. • Work with the finance team and Executive Director of Care & support to agree pricing strategy for tenders and framework agreements to identify fee rates that are both competitive and set at a level to generate the required surplus. • To maintain current and up to date with current and new legislation that impacts on business development. • To appropriately represent the organisation at internal and external events • To produce in-depth market intelligence reports about local authorities, competitor research, market gaps and produce comparative analyses to support business strategic planning. • To co-develop the strategic direction for business development for EMH Care alongside the senior leaders of EMH. • To lead the annual review of fee levels with operational and finance colleagues to inform fee setting for the year ahead and support the Head of C&S and/or the Executive Director of C&S with any fee escalation challenges in line with our fee setting process.
General	<p>Additional to the above, the post-holder can be expected to:</p> <ul style="list-style-type: none"> • Be willing to travel independently across the East Midlands, which may involve occasional overnight stays • Take responsibility for their job description • Take an active role in determining their development needs and agreeing programmes to meet those needs so that you grow personally with performing your role. • Actively adhere to and contribute to the development of EMH Care & Support's policies in accordance with current legislation; • Take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work; and in regards to any duty or requirement imposed EMH or any other person by or under any of the relevant statutory provisions, to co-operate with them so far as is necessary to enable that duty or requirement to be performed or complied with. • Attend staff meetings and training as agreed with the post- holder's line manager • Carry out any other duties that are within the scope, spirit and purpose of the job, its title and are requested by the post-holder's line manager • Manage personal time and productivity