

ROLE PROFILE

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| Role Title: | Business Development Manager |
| Department: | Development |
| Role Purpose: | <ul style="list-style-type: none"> • To play a key role in delivering Midland Heart's growth targets for new homes. • Proactively generate new business opportunities, acting as a link with developers, land owners, local authorities and other agencies. • Establish and maintain relationships with internal client departments and key external stakeholders and partner organisations. • Support the Head of Business Development in shaping the development process at Midland Heart, so that new business activities achieve the targets set out within the Housing Delivery Strategy. |
| Reporting to: | Head of Business Development |
| Responsible for: | Project Managers |
| Disclosure level: | Standard |
| Role Level: | Frontline Manager |

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| Key Role Responsibilities | <ul style="list-style-type: none"> • Support the Head of Business Development in the efficient and effective running of the Business Development team. • Establish and maintain good working relationships with key external agencies, developers, land agents and local authorities. • Proactively identify and appraise new business opportunities in line with the Corporate plan and Housing Delivery Strategy. • Contribute to applications for grant funding from the Homes and Communities Agency, Local Authorities and others and to ensure approvals are achieved. • Secure funding and assist with the preparation of funding and partnership bids to the appropriate bodies as required. • Lead on contract negotiations for new projects and appoint the project team. Finalise budget and cash flows, ensuring these are within approved financial investment hurdles. |
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- Ensure new opportunities and the proposed consultant team are agreed with the Development Construction Team.
- Ensure that all project risks are identified and appropriate mitigations in place and that these are fully reported as part of the project approval process.
- Liaise with internal departments to ensure that full support is achieved for new projects and that any project specific issues are fully understood by all parties and any required mitigations in place before progressing.
- Ensure that project construction budgets and design specifications are agreed with the Development Construction Team prior to seeking internal approval.
- Compile and submit reports to the New Business Group, Executive Team, Finance and New Business Committee and the Midland Heart Board with recommendations for new projects.
- Ensure that the Governance and Finance teams are fully aware of the relevant timescales for contract signing and release of funds.
- Ensure that projects fully meet both external and internal audit requirements in line with departmental policies and procedures.
- Represent Midland Heart at key stakeholder meetings and provide reports on activity and opportunities.
- Provide support to the department Project Managers in carrying out their duties, including advice and assistance for their projects and deputising for the Head of Business Development as required.
- Maintain effective internal lines of communication with key project contacts to ensure clients and colleagues are informed and aware of timescales and responsibilities.
- Ensure effective handover of projects to the Development Construction Team and that all relevant audit requirements for the pre-construction phase are completed.
- Support the Development Construction team in undertaking post project reviews of contractor and consultant performance and complete necessary outturn reports.

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| | <ul style="list-style-type: none"> • Support and foster a “one team” approach within the Development Team. • Comply with Midland Heart’s Development policies and procedures. • To work flexibly as part of the Development team and to actively participate in team meetings and policy discussions. • To undertake other duties in keeping with the grade and nature of the post as required to meet the changing needs of the association |
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| Education, Qualifications and Training | <ul style="list-style-type: none"> • Degree or equivalent - construction or housing related discipline • Membership or study to become a member of a relevant professional body • Excellent numeracy and IT skills |
| Knowledge and Experience | <ul style="list-style-type: none"> • Managing and leading complex development projects • Managing professional consultant teams • Working with external bodies and government agencies such as the Homes and Communities Agency • Track record of securing new business opportunities - desirable that these are within the Affordable Housing sector • Working in a Leadership role • Undertaking project feasibilities and financial appraisals • Understanding of construction contracts and construction contract law • Understanding of the Planning system and Building Regulations • Good working knowledge of Health and Safety legislation and Statutory compliance obligation of Registered Providers |
| Role Specific Skills & Behaviours | <ul style="list-style-type: none"> • Ability to motivate and lead teams |

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| | <ul style="list-style-type: none">• Good negotiation skills• Produce clear and concise reports for Executive and Board level• Ability to implement change and drive service improvement• Advocate of continuous improvement• Professional approach to service delivery• Understanding of and commitment to the principles of equality and diversity |
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