

Senior Researcher – Business Development Team

Job Description

Summary of Post Function

The post is within a small Business Development team of researchers, and business professionals.

The post-holder will be expected to work with the Head of Business Development leading business development activities – primarily tendering and writing bespoke project proposals mainly for the public sector as well as the private sector.

The successful candidate will be confident developing research design for proposals, as well as providing project costings.

The person appointed will also be responsible for reviewing potential work opportunities, alongside undertaking a range of activities to support the overall aims of the team including contributions to Company website, undertaking project reviews particularly from a cost perspective and development of “marketing” initiatives as appropriate.

Excellent written and verbal communication skills as well as the ability to work with numbers are important. Self-motivation and time management, document presentation skills as well as a good attention to detail are all essential. You will need to be a team-player working with both the Business Development team as well as a broad cross-section of staff throughout the organisation. Although not essential, candidates with experience of leading new business presentations/pitches would be valuable.

Experience in tendering and production of bids will be very beneficial. Experience of research delivery would be essential as this will support your ability to write bids. Additionally, knowledge of public sector policy development and / or social research would be valuable.

Main Duties and Responsibilities of the Post

- Business development activities to secure new research projects for the wider team
- Writing tenders, PQQ and project proposals for a wide range of social research topics
- Liaising with the research and operation teams to develop project costs for proposals
- Writing and managing a repository of “standard” responses to procurement questions
- Working collaboratively with members of the Business Development team to achieve overall goals
- Opportunities to work on project delivery depending upon experience and resource capacity

Length of Familiarisation Period to Achieve Acceptable Level of Competence

Three months

Further Comments Relating to this Post

Must be conscientious, flexible and reliable; able to work on a several projects at any one time.

Occasional evening/weekend work may be required on an ad-hoc basis to meet client deadlines.

Person Specification

Overview

This person specification identifies the criteria that we are looking for in candidates. It highlights the skills, abilities and experience that are essential and desirable for this post.

	ESSENTIAL	DESIRABLE
Qualifications	Degree in a social science or other relevant disciplines or Relevant vocational experience which includes production of effective written materials and / or project costing	Experience in business related activities; particularly contract management or business development
Skills	Excellent listening, communication and organisational skills Clear writing style with good spelling and grammar Computer literate Ability to assess the commercial viability of tenders and proposals Ability to prioritise and work to deadlines Good interpersonal skills	Knowledge of, or having worked in, public sector organisations previously Ability to work under pressure Welsh speaking
Experience	Producing high quality and complex written documentation Writing proposals and ideally tenders Working within a team Working with clients Use of Microsoft Word and Excel as well as other similar packages	Understanding of procurement legislation
Other	Flexible and adaptable Confident Well organised Good team player Attention to detail	Awareness of social issues and local government Able to work occasional evenings and weekends Able to travel (within UK) occasionally

Signed:

Date:

Post-holder

Head of Department