

**Job Description**

**Job Title: Business Development Manager**

**Salary Grade:** **Grade 9**

**SCP: 37 to 41**

**Job Family: Operational Services**

**Job Profile: OS5**

**Directorate: City Development**

**Job Ref No:**

**Work Environment: Port of Sunderland**

**Reports to: Port Director**

**Purpose**

* To lead and co-ordinate, through business development and marketing, consolidation, diversification and growth in the provision of both port infrastructure and services at the Port of Sunderland.
* Report to the Port Director and provide commercial and marketing support as required.
* Prepare all commercial information required by the Port’s Finance Manager for the monthly/annual budget monitoring process.

Key Responsibilities

* Undertake both direct and indirect sales/business development activity to provide port infrastructure and services to potentially new customers or by leveraging existing commercial relationships.
* Analyse existing markets for trends effecting the Port’s commercial base and to identify (through research and analysis) potential new market opportunities for the Port to provide a service offering.
* To develop and sustain relationship management with both existing and potentially new Port customers, as well as providing a first point of contact for all commercial enquiries and operational issues.
* Undertake commercial negotiations with existing and new Port customers which may include: pricing; contract negotiation and an ability to undertake additional value add operations such as supply chain management (i.e. offering road/rail distribution as a one service offering).
* Prepare relevant business cases to support capital investment in Port operational infrastructure.
* Liaise with existing customers to ensure the optimum delivery of agreed service level agreements and with the Port Management Team to ensure the appropriate allocation of available operational resources to meet demand.
* To support the Port Management Team in identifying and implementing new operational process and procedures to deliver continuous improvement in the provision of port services.
* Line management responsibility for the Port’s Shipping Officer with accountability for: income and expenditure administration; monthly budget management and performance reporting and for all commercial related queries from external parties.
* Produce the annual revision of the Port’s Trading Conditions and List of Charges.

* Act as the Port's Project Manager and principal contact for all elements of the current Port Enterprise Zone infrastructure works. This includes the physical delivery of five enabling works packages: two sets of ground works: utilities: road and rail works. Each package includes its own financial budget, pre-design, survey and procurement that requires agreement and sign-off by the Enterprise Zone Board, chaired by the Port Director.
* Support the Port Director in the production of all relevant corporate business plans.
* Manage the Port’s communications strategy across all media sectors, liaising with all relevant internal and external parties in terms of: event and conference attendance; marketing material and social media output to drive forward the delivery of the Port's commercial objectives (within a budget framework).
* Agree content, write and deliver specific presentations at all events aiming to put the Port at the forefront of the chosen market audience.

* Represent the Port at events and on trade association bodies to promote general Port commercial activity.
* Prepare and present reports and statistical performance information for strategic bodies such as the Port Board, Port Senior Management Team etc.
* A commitment to continuous improvement.
* To promote and champion a positive organisation-wide culture that reflects the Council’s values.

Other Duties

* The post holder must carry out their duties with full regard to the Council’s Equal Opportunities Policy, Code of Conduct and all other Council Policies.
* The post holder must comply with the Council’s Health and Safety rules and regulations and with Health and Safety legislation.
* The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the Council.
* The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Council records and information.
* To comply with the principles and requirements of the Data Protection Act 2018 and GDPR in relation to the management of Council records and information and respect the privacy of personal information held by the Council.