

Job Description

Job title:	Principal Business Development Consultant
Group:	Education Services
Dept/Project/Service:	Development Centre
Reports to:	Head of Global Business Development
Responsible for:	Senior Consultants Consultants
Usual office base:	Reading or Home Based
Grade:	3

Job purpose:

The Development Centre team is responsible for the design and development of large-scale high impact projects and programmes that will support Education Development Trust's mission; to delivery high quality solutions that improve education systems, transforming the life changes of young people globally.

The Principal Business Development Consultant's key purpose within the team is to play a leading role securing new, high-value and strategically important opportunities for the Education Services Group within the Trust. This will be achieved through providing leadership across a number of our regions supporting Senior Consultants and Regional Directors with the identification, cultivation and winning of new contract opportunities. They will oversee and be accountable for the full opportunity life-cycle within those regions. This will include a technical role, driving and supporting the design and quality assurance of our high-impact large scale solutions and how we communicate them. It will include a bid oversight role, ensuring the quality of proposals within those regions meets the highest internal standards. It will also include providing high-level leadership and quality assurance of regional business growth strategy, their implementation and Client Relationship Management (CRM). It will involve line-management of Senior Consultants and Consultants in the Development Centre, and leadership for wider development of Development Centre team process, including the management of internal and team projects.

Job objectives:

1. Provide strategic leadership and quality assurance on the conceptual design of new education solutions and/or with new clients underpinning high-value and strategically important new opportunities across all regions;
2. For regions you are responsible for, ensure a clear strategy is implemented to meet agreed business targets, achieved through providing strategic support for Senior Consultants and

Regional Directors to identify new business opportunities as required to support their growth strategy within the region.

3. Lead, manage and quality assure new business opportunities, being responsible and accountable for the successful production of high-quality bid submissions for high value opportunities in specified regions;
4. Support and guide Senior Consultants managing complex, international multi-disciplinary bid teams including internal stakeholders - e.g. colleagues from Business Units, Business Services, Commercial, Research & Consultancy and Resourcing - and external partners;
5. Lead negotiations with external organisations to form partnerships for joint bids for new business opportunities. Represent Education Development Trust in collaborative work with external partners during the bidding process;
6. Working with the Senior Consultants and Regional Directors, ensuring Education Development Trust is well positioned and prepared for the formal pre-procurement, procurement and mobilisation phases of new opportunities, including the production of policy and thought-leadership articles where required;
7. Undertake key client relationship management across identified regions, supporting the Regional Director to achieve their strategic growth and Key Account plans;
8. Oversee the strategic analysis of market information including client and competitor reviews and quality assure the design, implementation and regular review of an identified Regional Growth Strategies, supporting Regional Directors and Head of Global Business Development.
9. Work closely with the Research & Consultancy team in the development of Education Development Trust's intellectual property and design of new services;
10. Develop and maintain highly effective working relationships with key internal stakeholders e.g. ESG Director, Regional Directors, Director for Research & Consultancy, Heads of Business Services etc.
11. Manage internal consulting and improvement projects intended to improve the performance of the Development Centre.
12. Provide line management of Senior Consultants and Consultants to ensure that bids are supported appropriately, using coaching and mentoring as required to ensure that all Consultants develop their professional expertise and capability.

Scope:

The Principal Business Development Consultant will be required to travel nationally and internationally as required for opportunity development purposes, this may include short term deployments in country where required. The role is likely to involve working outside of standard work hours during the formal procurement phase of new opportunities.

Person specification:

Knowledge

Essential:

- Excellent knowledge of at least three of Education Development Trust's core markets, covering key proposition areas and/or geographies
- Excellent political and strategic awareness of education context in at least one of our current geographies (UK, Middle East and North Africa, Asia, Sub Saharan Africa)
- Excellent knowledge of public procurement and sales processes and the business development lifecycle
- Strong understanding of education system key function and features
- Knowledge of key tools and techniques in relation to line management and how to apply them
- Good degree in an appropriate academic subject – 2:1 or above

Desirable:

- Strong technical knowledge in one or more of the Trust's core proposition areas
- Relevant post-graduate qualification

Experience

Essential:

- Professional experience in successful business and strategy development, including successful contract bidding
- Significant experience of at least two of: market analysis, strategy development, product development, thought leadership and client positioning, client relationship management, proposal development, partnership development/stakeholder management
- Proven senior people management and leadership experience, including performance management and talent development, with the ability to influence others and create an environment to maximise the team's potential
- Leading, managing and developing multi-disciplinary teams to meet or exceed delivery targets and achieve client satisfaction
- Strong experience of managing stakeholder relationships
- Strong experience of successful programme / project design
- Experience working in the education sector

Desirable:

- Experience of working on programme or opportunity development in a non-UK context
- Experience of working in development of new services or policy context

Skills

Essential:

- Outstanding operational design and management skills
- Strong stakeholder management skills, including the ability to influence at senior management level and to work collaboratively across organisational departments

- Outstanding ability to think strategically, investigating analytically and delivering fit-for-purpose solutions that meet commercial and client expectations
- Numerate with the ability to analyse complex sources of data and understand commercial programme design considerations
- Outstanding problem-solving skills and creativity
- Strong IT skills and highly effective use of MS Office applications
- Excellent presentation, negotiation and client engagement skills
- Ability to represent Ed Dev Trust credibly at the highest levels in professional, technical and business development relationships with key client and external contacts primarily in the education sector
- Excellent verbal and written communications skills in English, including specifically proposal writing
- Strong ability to work under pressure to tight deadlines
- Excellent team working, cooperation and influencing skills
- Line management skills with the ability to develop junior staff
- Coaching and mentoring skills
- Confident in confronting difficult decisions

Competency Band: 3

Key Competencies for the role:

Our Values	Key Competency 1	Key Competency 2
Excellence - Creating and Leading Success	Delivering excellent service	Creating and innovating
Integrity - Supporting and Building Trust	Following through responsibilities	Valuing views and needs of others
Accountability - Delivering and Improving	Delivering commercial outcomes	Driving performance
Collaboration - Engaging and Partnering	Building effective relationships	Engaging others to achieve goals

Job Family: Business Development / Consultancy

Education Development Trust is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.