

Job Description

Job Title	Business Development Manager		
Directorate or Region	South Asia	Department/Country	Education & Society, Nepal
Location of post	Kathmandu	Pay Band	F
Reports to	Country Director Nepal	Duration of job	Indefinite

Purpose of job:

The post holder will work closely with the Country leadership, country leads and teams, Regional Directors Education & Society to contribute to the achievement of the country, regional and global E&S strategy & business plan. The post is responsible for the identification of commercial and non-commercial development contract opportunity, coordination of donor-funded business development activities and client requirements in relation to the delivery of specific project(s).

The geographical scope of the role is Nepal, working with colleagues from regional and global teams, and as such, may occasionally be asked to contribute to global or regional pursuit opportunities.

The main priorities of the post are:

- analysing development trends to identify, understand and monitor donor pipelines for projects and programmes, and work to be tendered to national/international organisations
- ensuring client requirements are known and understood, and that their requirements are met / exceeded in proposals
- coordinating pursuit of opportunities and internal approvals for pursuit
- managing relationships with clients, customers, consultants and specific project stakeholders at the operational level
- positioning British Council Nepal for opportunity in new sector / sub-sector
- supporting the coordination of the delivery of projects to time, quality and cost targets across the functions
- monitoring and evaluation at the project level, and reporting (internal and external).

The post will be the primary point of contact for consultants (on relevant operational and business development matters), BC Country Colleagues and client contacts (e.g. Desk Officers) for specific projects/contracts and contract pursuits.

Context and environment:

To achieve global and regional ambitions within the refreshed 2020 strategy, Education & Society SBU will strike a balance between Impact (strategy) & Income (sustainability), whilst ensuring that our strategy responds to UK, regional and country stakeholder/partner demand & creates value to the UK and South Asia. Our top strategic priorities for Education and Society in South Asia in the next five years are aligned with the corporate and SBU objectives.

Reporting to the Country Director Nepal, the Business Development Manager will be responsible for coordinating the pursuit, delivery and management of designated project activity in Nepal.

The post will, if successful in business development be required to work across a portfolio of projects in order to deliver against client requirements and contractual commitment.

Accountabilities, responsibilities and main duties:

Working together with EAS regional leads, Business Development, Finance and colleagues in-country and across the regional and global teams:

- Positioning BC as a preferred partner for the bid with the bid lead and stakeholders
- Scanning the horizon, reviewing the literature and defining the scope of the BC contribution to the proposed project and its strategic context
- Identifying appropriate development, academic and non-academic partners to collaborate with on the identified work package
- Working (as required) with Finance, colleagues in-country and region, the EU office and partners to cost the proposal and balance the (sector-specific/technical) content of the proposed activities with limitations imposed by the funding envelope
- Writing, consulting on and revising the initial concept note and the detailed work package description of work
- The post holder as required can have the authority and responsibility to manage a smaller scale project on a day-to-day basis. They are responsible and accountable for the successful delivery of the project.
- Leads the operational planning, management and delivery of one or more projects on a larger scale, to ensure achievement of the required impact/margin/timeliness outcomes for the British Council and its clients.
- The post holder will support Business Development through identifying opportunities, writing and winning bids, sharing project delivery knowledge and broadening partnerships and clients.

Business Development

- Work with the Country leadership, Education and Society portfolio leads, Director Operations and Business Development team and manage a portfolio of business development opportunities from initial identification through to full proposal

Key Stakeholder & account management

- Actively network and build trusted relationships with clients and partners to promote the companies' interests and maintain current awareness of opportunities and ideas in these areas.

Project Delivery (management)

- Contribute technical input into projects and undertake projects as a member of a team.

Where required, manage projects within the field of expertise, teams and work plans to deliver projects on time, on budget and to client and technical standards

Corporate Development

- Support the professionalisation of the E&S both geographically and technically through quality analysis of current trends and opportunities.
- Support the professional development of team members and guide them on technical delivery, project management and business development

Required Capabilities, Knowledge & Experience

Project Management

- Ability to lead in design, implementation or operational stage of delivery; Work both independently and within a diverse team

Technical expertise

- Significant expertise in E&S, able to demonstrate technical competence in one or more of the key sector areas; Problem solving ability; exceptional writing skills; attention to detail; ability to manage diverse tasks simultaneously

Business Development

- Contribute to managing key client relationships in order to position British Council to win new business

Project Support

- Ability to work within a diverse team
- Understanding the different project life cycles and what their purpose

Technical Expertise

- Strong data analysis skills
- Excellent written, verbal communication and presentation skills

Commercial skills

- Flexibility with changing priorities and deadlines; ability to understand client issues quickly

Line Management

- Provides full line management within the EAS team, where required and as agreed with Country leadership.

Key relationships:

Internal contacts

- Country and SBU leads in Nepal and South Asia
- EAS Business Director, portfolio leads
- Director Operations South Asia
- Commercial Lead in South Asia

- Global and regional Business Development and Account Management colleagues, Technical Advisors
- Finance in South Asia and Nepal
- Contract Management

External Contacts

- External clients, consultants & agencies

Other important features or requirements of the job
(e.g. travel, unsocial/evening hours, restrictions on employment etc)

Some weekend working and frequent travel will be required.

Please specify any passport/visa and/or nationality requirement.	Post holder will need valid work permit to work in Nepal.
Please indicate if any security or legal checks are required for this role.	Reference Checks as per British Council corporate HR policy

Person Specification

	Essential	Desirable	Assessment stage
Behaviours	<p>Working together – (level 2): <i>Ensuring that others benefit as well as me</i></p> <p>Being accountable – (level 2): <i>Putting the needs of the team or British Council ahead of my own</i></p> <p>Making it happen – (level 2): <i>Challenging myself and others to deliver and measure better results</i></p>		Interview only
	<p>Creating shared purpose – (level 2): <i>Creating energy and clarity so that people want to work purposefully together</i></p> <p>Shaping the future – (level 2): <i>Looking for ways in which we can do things better</i></p> <p>Connecting with others – (level 2): <i>Making regular opportunities to understand others better</i></p>		These behaviours will be needed to successfully carry out the role, but will not be assessed for recruitment purposes

Skills and Knowledge	<p>Developing Business (L3) Develops viable business Defines and develops products/programmes/services which deliver British Council goals on impact, income and surplus within a defined area of business that responds to market opportunities and aligns to wider corporate strategies.</p> <p>Project and Contract Management (L3) Leads smaller projects Analyses requirements with the sponsor/stakeholders, defining the specification with awareness of equality and diversity impact, planning, revising, implementing and evaluating on small-to-medium scale and/or low risk projects</p> <p>Managing Accounts and Partnerships (L2) Works with stakeholders and partners Communicates regularly with diverse stakeholders, customers and/or partners to build mutual understanding and trust.</p> <p>Financial Planning and Management (L2) Uses financial systems and processes Uses corporate financial systems and processes appropriately as part of the job and on behalf of a team.</p> <p><u>Planning and Forecasting</u></p> <p><u>An understanding of particular product(s) / customer group(s) / client(s) / market(s) / industries that the technical contract work engages with</u></p>		<p>Short listing and interview</p>
Experience	<p>Experience of the Project Management cycle Experience of education and skills sector</p>	<p>Client Relationship Management Management Information Systems</p>	<p>Short listing and interview</p>
Qualifications	<p>First degree and at least 5 years experience of working on large technical assistance projects</p>	<p>Professionally qualified in project management APM or equivalent</p>	<p>Short listing</p>

Submitted by		Date	29 th October 2017
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