

Junior Business Development Manager – Job Description

Role Purpose:

To support the development and execution of business plans to grow commercial income in alignment with the sector strategy. To contribute to the successful and sustainable growth of the business in the materials markets and to support CPI as a whole, identifying and supporting the development of opportunities through learning and application of market knowledge, translating the offering to clients, growing networks, and stakeholder relationships internally and externally.

Key Responsibilities:

- Embrace and role model the desired behaviours to exemplify our Company values, promoting an ethical, positive company culture.
- To maintain consistent and document compliance with all relevant Safety, Health and Environmental (SHE), Good Manufacturing Practice (GMP), Data Integrity (DI), quality and best practice requirements.
- To support the execution of plans to grow income in focus area/s in alignment with CPI strategy and key target metrics.
- To grow networks (including public funding mechanisms) to enable efficient and proactive identification and prioritisation of project opportunities.
- To find new business opportunities by prospecting, such as at trade events and by contacting relevant companies.
- To prepare compelling project proposals, briefs, and quotes in parallel with accurate costings of projects by coordinating supporting resource. This role will primarily involve supporting an existing Business Development Manager and will develop to include limited responsibility for closing the sale with the client.
- To utilise the CPI CRM system to maintain an accurate up to date Sales Funnel.
- To support the translation of the technical capability offering to clients.
- To contribute to relevant business development data and reports to support various internal management activities (to include portfolio management, business performance) and external stakeholder reporting and monitoring (for example grant funding bodies).
- To ensure CPI support services are effectively engaged in BD activities.
- To ensure that all activities are in alignment with the CPI Health and Safety policy, and that personal safety training is up to date.

Direct reports: No direct reports

Person specification

Education / Qualifications:

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Essential:	Desirable:
Educated to Degree level (or higher) in a science subject, preferably covering areas such as chemistry, materials development and understanding, energy materials (e.g., batteries, photovoltaics), process engineering and scale-up of processes.	Educated to PhD level (or equivalent) in a relevant subject.

Competencies and behaviours	
Leadership (Enabling)	Decision Making (Enabling)
- Builds and leads groups, communicates a compelling and inspired vision and sense of core purpose to deliver the incredible, by arriving at an agreed schedule of work for a project, including agreed success criteria. - Demonstrates commitment to common goals, integrity, and trust in all dealings with colleagues and customers.	- Pro-actively identifies and prioritises the key issues involved to facilitate the decision-making process. - Seeks input from the relevant stakeholders when appropriate, considers risks, and takes accountability for the impact a decision may have on others. - Makes decisions in a timely manner. - Identifies the key factors in a complex problem.
Communication (Influencing)	Developing self and others (Enabling)
- Comfortably employs a wide range of communication styles and approaches to suit different situations and audiences (external and internal stakeholders) in diverse situations. - Builds effective two-way communication channels within the business area and across departments whilst maintaining credibility and securing commitment.	- Supports others in their development. - Is personally committed to, and actively seeks, opportunities to improve continuously. - Is comfortable learning from the experiences of others and recognises the differing strengths of team members. - Provides honest helpful feedback to others on their performance. - Insightful about self, strengths, and limitations, and how to maximise contribution.
Collaboration (Enabling)	Delivery (Enabling)

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| <ul style="list-style-type: none"> • Understands the value of establishing effective and supportive relationships, and collaborative working. • Actively listens, questions, and observes body language so as to understand communication from others. • Cultivates and maintains partnerships across departments to deliver impactful innovations for the business as a whole. | <ul style="list-style-type: none"> • Prioritises activities based on their impact and strategic importance. • Takes responsibility and monitors own performance. • Can articulate how their work feeds into projects. • Creates and exploits useful metrics. • Displays commitment and engagement to own work. • Pursues everything with energy, drive, and a need to finish, even when faced with setbacks or resistance. |
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Knowledge and Experience:

Essential:	Desirable:
Some Business Development experience.	Experience in business development in a technical organisation.
Relevant industry experience.	Experience of using a CRM system.
Working knowledge and broad experience of IT packages, particularly Outlook, Word, Excel, and PowerPoint.	Trained in, and demonstrable evidence of utilising a well-known sales process.