

JOB DESCRIPTION

ROLE TITLE	Business Development Manager
COMPANY	Portal Plan Quest Limited
DEPARTMENT	Planning Portal
REPORTS TO	Scott Alford
DATE	25/04/2024

Company overview

PortalPlanQuest a joint venture between TerraQuest Solutions Ltd and the Ministry of Housing Communities and Local Government. The business delivers the Planning Portal, the home of planning and building regulations information and the national planning and building control application services for England.

Our Vision is to be a successful, energetic and ethical company that values its employees, respects its customers and provides a first-class service to the development industry.

<add info about website traffic (3M visits a month) and facilitating 90% of online applications to planning authorities in England in Wales. Leading website on planning and building advice and guidance with an excellent reputation, strong repeat business and partnerships across town planning and construction.

Purpose

The Business Development Manager is responsible for the sales of Planning Portal and third-party/partner products and services to B2B customers and local authorities across England and Wales.

Responsibilities

- Take ownership of meeting/exceeding B2B revenue lines, as agreed with the Head of Business Development.
- Sell existing and new products to the B2B and LA market across England and Wales in line with targets given, including identifying new customers .
- Work with the Head of Business Development and Marketing Team to identify the optimal market positioning, USPs and sales/marketing messages for new products .
- Ensure customer information is collected and passed to the Finance team in a timely manner, so as not to delay revenue collection.
- Form effective operational relationships with suppliers of Portal-backed third -party products and services.
- Liaise with Planning Portal colleagues/third party suppliers as necessary to ensure services are delivered as sold.
- Ensure all contact/organisation data, activities, leads, opportunities and sales are entered and maintained in the CRM in a timely manner.
- Actively seek insight into our existing products and services (what works and what could be improved) and feed it into the insight process.
- Actively seek insight into challenges around the planning/building process which could present a commercial opportunity for PPQ and feed it into the insight process.
- Support the development of appropriate business cases as required.

Measures

- Products and services are effectively sold in line with budgets/targets and at required margins to deliver gross profit and PBT.
- Accurately and promptly reports on performance of activities undertaken and planned against plans and forecasts.
- Profitably develops new markets, customers and services.
- Proactively gathers insight and data from key partners and customers to identify business opportunities and improvements, ensuring the information is accurately captured and presented in a timely manner.
- Provides quality data / insight to support research in to product development opportunities and business planning, in a timely manner.
- Records activities, sales etc. within CRM and in other places in a timely manner.
- Behaves professionally and ethically at all times, in keeping with the business ' core values and legal requirements.

Key Skills, Experience and Qualifications

Skills and Experience

- Demonstrable experience in a sales capacity.
- Proven track record of meeting/exceeding sales targets.
- Proven track record of new business development.
- Experience of launching new products into a marketplace successfully.
- An effective influencer at all levels.
- Self-motivated and proactive.
- Organised and able to deliver multiple priorities to deadlines.
- Demonstrable skills in taking ownership of targets and developing/executing plans to deliver them.
- A team player, who builds strong relationships with colleagues, customers and partners.
- Able to work closely with and motivate other team members with good staff management skills and experience.
- An effective communicator with excellent presentation skills and a high level of accuracy/attention to detail in written communications .
- Excellent IT literacy.
- Experience of Microsoft Dynamics CRM (or similar) preferred.
- Full, clean driving licence
- Experience of the planning and/or building sector preferred

Education

- The successful candidate should have at least ONE of the following:
 - Bachelors' degree or equivalent
 - Sales qualification
 - Professional qualification

Liaises with: PPQ and TQ Management Teams, Customers, Consultants, Professional Bodies, Commercial Partners and Suppliers.