



## Job Description

### LiveWell Head of Business Development

<b>Job Title</b>	LiveWell Head of Business Development
<b>Starting salary</b>	6B £44,553 - £47,802
<b>Hours</b>	Up to 37 hours/week
<b>Holidays</b>	27 days
<b>Responsible to</b>	Director of Care, Health and Wellbeing
<b>Responsible for</b>	Tendering Team

## PURPOSE OF THE JOB

Our LiveWell services are central to achieving our organisational purpose - “with SYHA you can settle at home, live well and realise your potential”. We deliver a wide range of services spanning employment, housing, social care and health. We are ambitious for our customers and for SYHA and are proud of our track record on growth and of our local and national reputation as innovators in our fields. Key to this growth is the work of our LiveWell Head of Business Development and our Tendering Team. The LiveWell Head of Business Development will build on our success and work with other leaders in our business on the development of products and services which help us meet our purpose and deliver our strategy.

The main aims of the post are:

- Lead on the submission of winning tenders and to oversee our Tendering Team to ensure we can hold and build on our high performance and success
- Identify the most relevant and exciting opportunities where external opportunities meet the needs of the customers we work with
- Act as a lead on innovation and champion commercially astute and evidence based service development
- Work with our Business Development Team and LiveWell Leadership team to successfully launch new products and services



## MAIN AIMS OF THE JOB

1. To have overall responsibility for our tendering department and to oversee the tendering cycle ensuring that we submit high quality, winning tenders within tight timescales
2. Undertake horizon scanning of our marketplace and identify factors likely to impact on our business over the medium to long term to ensure we are ahead of the game in identifying opportunities early.
3. To provide strategic leadership and management to our Tendering Team and to continue to promote the culture of continuous improvement and high performance.
4. To undertake research and to ensure our emerging business propositions are grounded in evidence and sound knowledge of best practice.
5. To oversee the processes which govern our approach to business development. To lead our Tender Steering Group. To lead for LiveWell on the development of our Growth Plan and input into our Growth Group.
6. To work with colleagues across SYHA to develop and implement a new approach to driving innovation in our business
7. Support culture change at all levels around innovation, new product development and working in a collaborative way
8. Influence and negotiate with senior staff to ensure that innovation pilots are allowed to flourish and fail while ensuring risk and outcomes are effectively managed
9. Seek out, develop and build relationships and partnerships which support our work on innovation and business development
10. To oversee quality assurance of our bids and to take remedial action quickly when quality dips.

## MISCELLANEOUS

- To participate in continuous improvement processes for the department, including the development of work plans and targets.



- Promoting, supervising and appraising staff they directly manage and ensuring that the policies regarding sickness, recruitment and other personnel issues are followed in their section
- To promote the Association's values and diversity policies and practices in all aspects of service delivery.
- Ensuring the Association provides the best possible service in accordance with approved policies and service specifications to the Association's customers and partners.
- To attend team meetings, supervisions and appraisals as required  
To participate in training relevant to the post.
- To be responsible for health and safety in the work place as defined by the Association's Health and Safety policy.
- To undertake any other duties appropriate to the grade and purpose of the job.





## Conditions of Service

### LiveWell Head of Business Development

<b>Job Title</b>	LiveWell Head of Business Development
<b>Salary</b>	6B6B £44,553 - £47,802 + pension scheme + car allowance
<b>Hours</b>	Up to 37 hours per week
<b>Leave</b>	27 days annual leave, plus 8 statutory Bank Holidays and 4 SYHA days at Christmas, Easter, Spring and August Bank Holiday. The leave year runs from 1 April to 31 March.
<b>Pension</b>	You are eligible for membership of the Association's pension scheme which is the Social Housing Pension Scheme (SHPS) subject to the trust deed and rules of SHPS. For more information please contact the HR Department.
<b>Unions</b>	SYHA recognises Unite and UNISON, with whom the Association has entered into an agreement where union members have negotiating rights in relation to conditions of service.
<b>Car Allowance</b>	The post holder will be entitled to essential car user allowance (ECU).
<b>Car Parking</b>	The post holder will be issued with a permit for the Wellington Street Car Park (subject to availability).
<b>Location</b>	Wellington Street, Sheffield, S1 4HF.
<b>No smoking</b>	SYHA operates a no smoking policy.





## Person Specification

### LiveWell Head of Business Development

Criteria	Essential Requirements
<b>Impact on Others</b>	<ol style="list-style-type: none"> <li>1. Ability to write and present compelling business propositions</li> <li>2. Visionary and proactive in driving a culture of innovation and collaboration</li> <li>3. Ability to work and exert influence cross departmentally to deliver business development objectives</li> <li>4. Ability to source, analyse, adapt and explain complex service and policy information.</li> <li>5. Ability to work as part of a diverse team to deliver projects and funding applications.</li> <li>6. Experience of managing and supervising others.</li> <li>7. Openness to challenge and confidence in challenging others</li> <li>8. Ability to listen and understand others points of view, extracting and translating relevant information.</li> <li>9. Leads through complexity and ambiguity with tenacity.</li> </ol>
<b>Motivation</b>	<ol style="list-style-type: none"> <li>10. Determination to grow a sustainable business which provides excellent outcomes for our customers and helps us deliver on our purpose.</li> <li>11. Highly motivated to drive a culture of learning and continuous improvement. Results focused</li> <li>12. Ability to organise own workload, and work with minimum supervision and to deadlines.</li> <li>13. Willingness to coach others in the development of writing and presentation skills</li> </ol>
<b>Values</b>	<ol style="list-style-type: none"> <li>14. Demonstrate a commitment to diversity.</li> <li>15. Commitment to continuous improvement and delivering a quality customer service.</li> </ol>



<b>Professional Know-how &amp; Qualifications</b>	<p>16. Proven income generation experience from statutory, commercial and grant making bodies achieved through writing successful applications</p> <p>17. Demonstrable understanding of funding agendas, trends and range of funding sources that may be available to our business</p> <p>18. Strong ability to think strategically and proven track record in innovation</p> <p>19. Some knowledge of innovation frameworks, methodologies and processes that bring new offers successfully to market</p> <p>20. Knowledge of best practice with regards to tendering and bid writing</p> <p>21. Ability to present research and data in concise and impactful ways to a variety of audiences</p> <p>22. Computer literate and experienced in the use of Excel, Word and PowerPoint</p>
<b>Problem Solving</b>	<p>19. Ability to make decisions and take action in the face of ambiguity.</p> <p>23. Demonstrate an understanding balancing risk with reward and the factors which underpin this.</p>
<b>Work Related Circumstances</b>	<p>24. Willingness to undertake training for personal development and professional qualifications as required</p> <p>25. Ability to work flexibly and occasionally outside core office hours</p> <p>26. Must hold a valid driving licence</p>

