|  |  |  |  |
| --- | --- | --- | --- |
| **Job Title:** | **Business Development Executive** | **Job Holder:** | Vacant |
| **Division:** | Functional | **Grade:** | Exec 1 |
| **Discipline Area:** | Business Development | **Last Updated:** | New |

|  |
| --- |
| **Job Purpose:**  Primary purpose of this role will be to secure business across SEA’s UK and international defence portfolio both on the government side and with industry primes. In alignment with SEA’s core market, this would predominantly be around naval systems, but expansion into other areas such as land and air would be advantageous.  The successful candidate would be expected to have existing strong relationships in these areas and a track record of capturing opportunities.  This role works as an integral part of the business development team and wider business. |
| **Responsibilities & profile:**  Profile:  The successful applicant will be an experienced business development executive or capture manager with a successful track record in developing & winning new business with government agencies, prime contractors, and system integrators within the Defence environment. This role is predominantly maritime focussed, but an ability to work into and develop relationships with European defence ministries, procurement agencies, prime contractors, and defence research agencies to understand existing and emerging requirements would be an advantage, as would a knowledge and experience of other domains (land, air).  The successful candidate will have a good knowledge of defence maritime programmes, associated combat systems and the scientific and research programmes feeding the cutting-edge development of these systems and technologies. The successful applicant should be comfortable operating with SEA’s customers and partners to shape and secure opportunities.  The successful applicant will be a goal orientated, self-starter, able to initiate and develop customer contacts, coordinate and lead customer campaigns, generating business opportunities and converting them to orders. To be successful in this role, the applicant will need to “sell” these opportunities, as part of the SEA Business Winning Framework, into the business to achieve buy-in, resources and support to secure a successful sale.  The individual must be tenacious, confident, articulate and persuasive, with good communications skills, both written and oral.  Responsibilities:  Through strong and effective account management behaviours, secure opportunities for equipment upgrades, updates and enhancements on existing platforms.  To lead and coordinate opportunity capture and bidding activities, drawing upon company process and internal technical and commercial resources.  To integrate with the Business Development Team and liaise with internal teams across SEA, and partner and customer organisations to achieve business plan objectives.  To provide timely pipeline updates and inputs into the IBP Order-Reviews forecast and provide regular communication and briefing on developing opportunities to the business.  To represent SEA at trade shows and industry events in the UK and overseas.  To ensure governance and reporting processes are managed and reported through the company systems  Understand and implement the company environmental, health & safety policy by accepting individual responsibility and responsibility for those personnel under their authority, including others who may be affected by the company’s activities.  Ensure personnel are aware of their responsibility towards H&S and are equipped accordingly.  Always set a strong personal example regarding all health and safety matters. |
| **Values:**   * **Safety First –** We operate safely and responsibly, protecting each other and the environment. * **One SEA Team –** We are in this together. One team, working ethically, respectfully & professionally. We take responsibility and challenge each other constructively. * **People Focussed –** We all contribute to making our culture one that is supportive and empowering; where everyone can grow and develop, feel valued and rewarded. We prioritise a healthy work-life balance. * **Delivery Excellence –** We exceed our commitments by delivering timely, quality outputs whether that’s for each other or our clients and partners. We are always looking for ways to innovate and continuously improve. * **Trusted Partners -** We partner strategically, collaboratively, and always with integrity, whether that is between us inside SEA or externally. |
| Training: (if applicable) |
| Reporting Line  The jobholder will report to the Business Development Director for SEA. |
| Job Location  This role is hybrid working, with a mix of in-office (~2-days per week), remote and customer-site locations. The role-holder must be prepared to work at any one of the SEA sites as-needed, but their home site can be either Barnstaple, Beckington or Bristol. |
| **Job Holder Declaration:**  I accept the purpose and key result areas of my role with SEA are as outlined above.  Signature:­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Line Manager Declaration:**  I confirm that the purpose and key result areas of this role are as outlined above have been agreed with me as line manager.  Signature:­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |