

PERSON SPECIFICATION – BUSINESS DEVELOPMENT OFFICER

Essential/ Highly Desirable/Desirable

Person specification (E = essential, HD = highly desirable, D = desirable)

Knowledge/Experience

Educated to degree level	E
Proven business development skills	E
Experience of writing tenders/bids	E
Experience of developing and costing proposals	E
Experience of pitching to clients	E
Experience of developing and maintaining excellent client relationships	E
Track record of winning new business	E
Knowledge of health and social care landscape and services in Surrey	HD
Experience of winning funding from bodies such as trusts and Big Lottery	HD
Experience of delivering projects to time and to budget	HD

Skills and Abilities

Motivated team player	E
Excellent attention to detail	E
Problem solving	E
Ability to present in meetings	E
Ability to identify and follow up on new business prospects	E
Ability to work under pressure and to tight deadlines	E
Desire to improve services based on feedback from service users and the public	E
Active interest in health and social care issues	HD

Personal Qualities

Good business acumen	E
Self-motivated	E
Enjoys working as part of a team	E
Flexible	E
Outgoing, persuasive and enthusiastic	E

Values

Adaptable	E
Tenacious	E
Creative	E
Commitment to equality and diversity	E

In possession of valid UK driver's licence and able to travel within Surrey using own vehicle.

Able to work from home as required.