



## JOB DESCRIPTION

<b>JOB TITLE</b>	Senior Manager, Commercial Business Development
<b>DEPARTMENT</b>	Commercial Business Development
<b>REPORTING TO:</b>	Divisional Manager, Facilities

### Summary:

The Senior Manager Commercial Business Development is responsible for optimizing the revenue earning potential of UDeCOTT through the astute commercialization of its assets. The incumbent will ensure that all opportunities are exploited in the pursuit of new business and new revenue streams.

#### Education, Knowledge and Experience

- Bachelors' degree in Management/Marketing from an accredited academic institution
- Working knowledge of applicable State Financial Regulations and contract management
- Proficiency in Microsoft Office Suite and any other software as relevant to job functions.
- Five (5) years' work experience in a similar environment inclusive of three (3) years' experience in a management position or managing a small business.

**OR**

Equivalent combination of Qualification, Training and Experience

### Key Functions & Responsibilities:

#### Development of Human Capital

- Liaises with the HR department as necessary and ensures that all HR policies and procedures are implemented throughout the department.
- Ensures the on-going evaluation of employees and recommends appropriate training and development for performance improvement as necessary.
- Manages the human capital of the department to ensure a level of job satisfaction in keeping with corporate objectives.

#### Management of Department

- Develops and ensures implementation and evaluation of departmental strategies, and plans to ensure achievement of short, medium and long-term and objectives.
- Ensures the development, implementation and monitoring of policies and operating procedures in keeping with best practices
- Develops, implements, and evaluates departmental plans, policies, and procedures to achieve annual goals and objectives
- Prepares, submits and presents monthly/annual/ad hoc reports in accordance with the Corporation's requirements
- Prepares draft budget and manages approved budgets for the Department
- Operates as a critical member of the corporate team in the corporation's strategic planning initiatives.

### **New Business Development**

- Identifies new areas of business based on assets owned or managed by the Corporation
- Oversees research into new and established markets to develop services that meet market demands and which are consistent with the company's corporate strategy.
- Contributes to the development of the Corporation's commercial objectives.
- Develops strategies to realize commercial opportunities and minimize risks to the Corporation.
- Develops comprehensive project proposals inclusive of budget data for clients with interest in doing business with the Corporation
- Negotiates with potential clients to ensure that the Corporation is in a financially sound position;
- Liaises with the internal stakeholders to ensure that final contract documents for execution satisfy the Corporation's legal and other requirements
- Monitors and evaluates the performance of new business ventures and makes recommendations as may be necessary to ensure maximum returns and reduce degree of risks
- Recommends economies of scale or any other actions to effectively reduce overhead costs and improve profitability of business venture

### **Revenue Generation**

- Monitors and analyzes Facilities owned by the Corporation to identify and maximize potential earnings/revenue.
- Sets goals and develops plans for business and revenue growth.
- Promotes and markets the Corporation's Facilities in accordance with the annual Business Plan
- Conducts continuous evaluation on the viability of the Corporation's financial business partners and submits Risk Management reports inclusive of recommendations, as necessary
- Identifies and analyses new markets and submits recommendations for the consideration of the executive management
- Delivers presentations on behalf of the Corporation to internal and external stakeholders, as directed;
- Researches current market trends and opportunities available to UDeCOTT and makes recommendations as may be necessary
- Prepares rental/leasing options and negotiates Service Level Agreements to offer to potential tenants

### **Financial**

- Develops a growth strategy focused both on financial gain and customer satisfaction
- Assesses value for money and make recommendations for improvement.
- Interprets financial data to ensure timely business information is presented to the Divisional Manager, Facilities to assist in decision making.
- Contributes to the achievement of the Corporation's business objectives by providing advice and guidance on financial strategy.

- Ensures compliance with financial procedures and regulations

### Investment

- Advises the Corporation on the suitability of investments to ensure the best returns consistent with the investment policy.
- Analyzes the economic, financial, political and other factors affecting markets and makes appropriate recommendations to maximize investment returns to the company.

### Reporting

- Prepares Reports/Briefs etc. as directed

### Dimensions and Scope of Role

Operates in accordance internal Policies and Procedures  
Operates in accordance with approved Limits of Authority.

### Key Behavioral Competencies

**People Development:** Has the ability to create an environment that enables action on the part of employees towards the fulfillment of organizational and individual goals. Is able to assess strengths and weaknesses and provide feedback that would enhance performance.

**Strategic Perspective:** Is proficient in the use of strategic planning, monitoring and control techniques. Has an understanding of issues and competitive markets and challenges. Ability to guide, develop, implement and monitor plans based on the organization's intended results.

**Governance/ Compliance:** Demonstrates and behaves in accordance with the principles of transparency and accountability following the rule of law, state and organizational policies and procedures.

**Integrity:** Displays honesty, and credibility in relationships and work situations, consistent with the Corporation's values and principles e.g. walks the talk, sets good example, ethical conduct.

**Risk Management:** Has a sound knowledge of risk management principles and framework with a proactive approach to ensure compliance with national and Corporation guidelines to mitigate risk.

**Customer Service:** Ability to influence employees to use 'gold' standards in providing continuous service to our clients. Has a sense of urgency in addressing customer issues or seeks information about the real underlying needs of the customer, beyond those expressed initially.

**Leadership:** Ability to convince, influence, motivate and enable others to contribute to the efficiency, and success of the of the overall business strategy, culture and core values of the Corporation

**Negotiation:** Ability to motivate, influence and convince others to take a particular course of action

**Relationship Building:** Ability to manage key relationships and respond promptly to internal and external needs