##### JOB DESCRIPTION

**JOB TITLE: Business Development Administrator**

**RESPONSIBLE TO: Business Development and Commercial Manager**

**RESPONSIBLE FOR:**

**ACCOUNTABLE TO: Head of Acquisitions**

**Care UK’s Values**

* Passionate
* Caring
* Teamwork

## Job Summary

To take responsibility for all aspects of the administration and support to the Business Development Team.

The candidate should exhibit initiative, enthusiasm and a strong willingness to learn and develop, individually and as part of the team.

### Key Responsibilities

**Primary Lead Tasks**

* Administration of our new build/development pipeline of new sites and potential care homes.
* Preparation of internal papers and reports necessary for approval purposes at Division and Group level.
* Management of Care UK’s market analysis tool (CACI) producing reports and analysis to support the site selection and project approval process.
* Provision of other analysis surrounding opportunities concerning the new build pipeline and core estate including commissioning other reports and investigations and the summarising of these reports to assist in the decision making process.
* Maintain business development project timetables and diaries of the team.
* Estate Management of RCS properties including liaison with the homes, support teams and external organisations.
* Administration, diary management and organisational assistance to the Business Development & Property Director and Contracts Team.
* The above list is not exclusive, and other duties of administration may be required to support the team and the business.

**Secondary Support Tasks**

* To monitor all sources of contract opportunities for potential tenders.
* Assist in the administration of the tender bid process including bid research, writing and obtaining key information from internal colleagues in the bid completion. See the process though from beginning to end and ensure all key stakeholders are kept informed of the progress.
* Maintenance and updating of a tender tracker to log our bids.
* Liaison with all relevant personnel and teams within the business and the Group in order to ensure compliance with tender requirements.
* Provision of supporting analysis to the Business Development and Commercial Manager.
* Calculate and communicate the block contractual uplifts
* Administer the self-pay and Spot contract uplifts, communicate requests to funders and maintain accurate recording of agreed increase and share the information with key stakeholders. The above list is not exclusive, and other duties of administration may be required to support the team and the business.
* Maintain the Contract Management System by updating this with key contract data provided.
* Assist in the administration of Frameworks, reviewing, obtaining key information and processing for authorised signatory.
* General support to the Commercial Contracts team.

### Health and Safety

As an employee of Care UK, the post holder has a duty under the Health and Safety at Work Act 1974, to:

* Take reasonable care of the health and safety of themselves and all other persons who may be affected by their acts or omissions at work.
* Co-operate with their employer to ensure compliance with Health and Safety legislation and the Health and Safety policies and procedures of the organisation, not intentionally or recklessly interfere with, or misuse, anything provided in the interests of health, safety, or welfare, in pursuance of any of the relevant statutory provisions.

**Data Protection**

The post holder must at all times respect the confidentiality of information in line with the requirements of the Data Protection Act and the company’s ISO27001 accreditation.  This includes, if required to do so, obtain, process and/or use information held on a computer in a fair and lawful way, to hold data only for the specified registered purposes and to use or disclose data only to authorised persons or organisations as instructed.

This list of duties and responsibilities is by not exhaustive and the post holder may be required to undertake other relevant and appropriate duties as reasonably required.

This job description is subject to regular review and appropriate modification.

**Person Specification**

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| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| Qualifications | * GCSEs (or equivalent)   including English and Maths | * Evidence of training and personal development and a desire to learn. |
| Experience | * Evidence communication skills and team-working. * Evidence of high standard and accuracy of written skills in variety of formats (communications, reports, research, etc.) |  |
| **Technical Skills** | * Attention to detail and accuracy * Basic Excel skills and/or evidenced aptitude/ability to learn effectively. * Excellent communication skills both written and verbal * Possesses good numerical skills * Good systems knowledge and skills * Excellent organisational skills and methodical approach. * Advanced customer service skills * Good time management and planning skills |  |
| **Personal Qualities** | * Keen to learn and improve own performance * Committed to communicate with customers to understand their needs * Will go the extra mile to help fulfil customers’ needs * Has a ‘can-do’ attitude to work * Ability to work unsupervised and maintain professional standards * Personable, professional and approachable manner * Smart appearance * Will respect confidentiality * Flexible and adaptable |  |