

**Job Title:** Business Development Manager

**Location:**

**Line Manager:** General Manager

- Key Communications:**
- Head of Department
  - Other Head of Departments
  - Own Team
  - National Sales Manager
  - General Manager
  - Customers
  - Area Account Managers
  - National accounts Sales Team

**Job Purpose / Summary:**

- To secure and develop new local business and grow existing accounts for the hotels in line with agreed market sectors and annual budgets

**Core Accountabilities & Performance Indicators**

These indicators are what the Company can expect to see when the role is being performed to the required standard.

Financial	<ul style="list-style-type: none"> <li>• To grow business from existing LCR AND Conference accounts.</li> <li>• Bi-annual LCR rate re-negotiations and contracting and management of ThankQ Scheme.</li> <li>• Prepare and submit national rate tenders on behalf of the hotel.</li> <li>• Research and identify opportunities for new rooms and conference business in line with the hotel's budgets.</li> <li>• Close liaison with Area accounts Team to pass on leads for local customers who have national hotel requirements.</li> <li>• Complete monthly activity reports.</li> </ul>
To be actively involved in the development of the Meeting and Events product.	<ul style="list-style-type: none"> <li>• To communicate and share knowledge with other hotel departments.</li> <li>• Regularly visit competitor hotels to compare and contrast service and product.</li> <li>• Liase with Line Manager, about preventative maintenance of department.</li> <li>• Develop a close working relationship with the hotel ensuring sales systems are in place and actively encourage a 'sales culture'.</li> </ul>
Monitor key departmental controls	<ul style="list-style-type: none"> <li>• Financial awareness and understanding of how the role impacts the hotel P&amp; L.</li> <li>• MORE TEXT ON FULL RESOURCE</li> </ul>
Marketing	<ul style="list-style-type: none"> <li>• MORE TEXT ON FULL RESOURCE</li> </ul>
To ensure that Learning and Development is undertaken to enable you to fulfil your job role.	<ul style="list-style-type: none"> <li>• MORE TEXT ON FULL RESOURCE</li> </ul>
MORE TEXT ON FULL RESOURCE	<ul style="list-style-type: none"> <li>• MORE TEXT ON FULL RESOURCE</li> </ul>
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**Competency Framework for a Business Development Manager**

Adaptability	<ul style="list-style-type: none"> <li>• Flexible and adapts quickly and positively to new situations keeping emphasis on a balanced approach</li> <li>• Thinks ahead and develops contingencies</li> </ul>
Communication	<ul style="list-style-type: none"> <li>• Communicates clearly and openly both verbally and in writing</li> <li>• Pitches information at the appropriate level</li> <li>• MORE TEXT ON FULL RESOURCE</li> </ul>
MORE TEXT ON FULL RESOURCE	<ul style="list-style-type: none"> <li>• MORE TEXT ON FULL RESOURCE</li> </ul>
MORE TEXT ON FULL RESOURCE	<ul style="list-style-type: none"> <li>• MORE TEXT ON FULL RESOURCE</li> </ul>
Influencing	<ul style="list-style-type: none"> <li>• MORE TEXT ON FULL RESOURCE</li> </ul>
MORE TEXT ON FULL RESOURCE	<ul style="list-style-type: none"> <li>• MORE TEXT ON FULL RESOURCE</li> </ul>
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The above is designed to help you in the understanding of your role and is not intended to be a definitive list of your duties, as flexibility in meeting Company and guest's needs is required by all employees.

I confirm that I have read and agree this Job Description, explaining the main duties of my job.

Signed: \_\_\_\_\_ (Job Holder)

Print Name: \_\_\_\_\_ (Date): \_\_\_\_\_

Signed: \_\_\_\_\_ (Departmental Manager)

Print Name: \_\_\_\_\_ (Date): \_\_\_\_\_

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