



<b>Job Title:</b>	<b>Senior Business Development Specialist</b>
<b>Start Date:</b>	As soon as possible
<b>Duration:</b>	Permanent
<b>Location:</b>	Loughborough
<b>Reporting to:</b>	Head of Business Development
<b>Salary Range:</b>	£50k - £58k per annum dependent on experience

## **CENEX**

Established in 2005 Cenex is a leading Research and Technology Organisation delivering consultancy and R&D projects to accelerate the transition to net-zero emissions in transport and energy systems for public and private sector clients in UK, Europe and increasingly across international markets.

## **THE ROLE**

This role is in the Cenex Business Development (BD) team and reports to the Head of Business Development. You will be responsible for leading on developing new business opportunities for both Research & Development (R&D) and consultancy projects from across the low carbon transport and energy sector with responsibility for achieving business financial targets.

The Cenex Business Development team is looking to expand its team size to four to secure over £3 million of income per annum from over two hundred proposal and bid submissions each year.

### Responsibilities include:

- Leading on the development of new business including: -
  - identifying, developing, and nurturing good client relationships with a range of stakeholders
  - development of scope and/or proposals
  - achieving financial targets
- Pro-active and responsive business development to meet the needs of new and existing customers corresponding to business requirements.
- Producing a diverse range of Business Development proposals/tender responses on a range of complex topics related to Cenex activities.
- Liaison with delivery teams to ensure consistent workflows across the organisation.
- Working with delivery teams to develop clear methodologies and budgets for new projects
- Leading on development and improvement of internal business development systems including:
  - Staff CVs and Cenex experience data
  - Tender site and frameworks
  - Pipeline and financial reporting processes.
  - Business targets and business development implementation
- Management of colleagues in internal project settings, as well as support and mentorship to junior colleagues and new starters.

- Attending, leading, and chairing face-to-face and online client meetings as required, as well as internal team status and planning meetings at head office or other locations on a regular basis.
- Representing Cenex and presenting at UK and global events and conferences as required

The successful candidate should expect their work plan to be flexible and fluid, with approximately:

- Eighty percent of the time spent leading on new business development activity and management thereof.
- Twenty percent of time spent developing and improving our internal business development systems.
- This role is suited to an individual who has a broad and deep knowledge of, and experience in the low carbon transport and energy sector and at least 3 years' experience in business development within public and/or private sector ideally with specific knowledge and experience of working on public sector tenders and bids.

**To be successful in the role of Senior Business Development Specialist you will have:**

#### Essential

- Education - Degree or equivalent
- Thrive in a high pressure, results and deadline driven environment
- Broad and deep knowledge of energy and transport sectors, and an understanding of the impact of low and zero emission vehicles on energy systems
- Proposal writing for public sector clients.
- Commercial acumen
- Knowledge of the low and zero emission vehicle and supporting energy infrastructure market with an in-depth understanding of the different technologies
- Highly competent in Microsoft office suite
- A high level of professional interpersonal skills, including first-rate communication skills, particularly written English, and report construction, with significant presentation, networking, and business liaison experience.
- Proven self-starter and capable of working unsupervised.
- Highly motivated
- A high attention to detail
- Ability to multitask and prioritise workload.
- Bid writing experience for private sector.
- Demonstrable team skills
- Flexibility in relation to working hours and ability to travel within UK and beyond.
- Valid Driving Licence
- Entitled to work in the UK.

#### Desirable

- Technical expertise in zero emission vehicles
- Data analysis experience
- Master's Degree
- Expertise in public procurement and frameworks
- Knowledge and experience of R&D funding from Innovate UK and Horizon Europe