

Business Development Advisor

Department: **Corporate**

Salary: £31,110 – £47,736.

Hours of work: Full time.

Base: Cambridge.
We offer flexible working arrangements. Our staff combine on-site and remote working, enabling us to come together when it matters most and promote a healthy work-life balance.

Reports to: Director of Business Development/ Deputy CEO

About Eastern AHSN

Our purpose at Eastern AHSN is to turn great ideas into positive health impact.

We were established by the NHS to convene all partners in the health sector, to develop and deliver innovative solutions in health and care. Our focus is the East of England, but we are also part of a national network which enables us to deliver at scale.

Citizens, academia, health services and industry will achieve more working together than they will in isolation. Our job is to make this happen. We do this by helping innovators to navigate complex systems, generate value propositions and connect stakeholders to overcome challenges together.

<https://www.easternahsn.org/>

Our values and commitment to equity, diversity and inclusion

Eastern AHSN is fully committed to being an inclusive employer, affording equity of opportunity and welcoming applicants from broad and diverse backgrounds.

Staff at Eastern AHSN have come together to co-produce our values and expected behaviours. Our values focus on providing trusted expertise, being inclusive, kind and collaborative in all our working relationships and implementing innovations that truly matter to our communities and partners.

What are we looking for?

We are looking for colleagues who share not only our values but also our enthusiasm and commitment to making a difference for our communities. We are united by being dynamic, curious, creative and adaptable. We appreciate the value of evidence and

enjoy trying new and different approaches to solving problems and are comfortable with ambiguity, often-changing plans and unanticipated challenges.

Job summary and purpose

The business development advisor is a new role to support our growing business development portfolio. It will work collaboratively across the organisation to scope and develop new business opportunities as well as grow our networks, build relationships with clients and deliver aspects of programmes. Working closely with our director of business development, the advisor will also continue to build our organisational bid collateral and business development strategy as we continue to grow the portfolio.

KEY RESPONSIBILITIES

The postholder will:

- Identify and research business opportunities to diversify income generation.
- Advise and further develop our approach to expanding our professional service portfolio.
- Support the continued iteration of our Business Development Strategy
- Contribute to the preparation of proposals and wider business development activities.
- Support the delivery of a diverse range of complex commissions in the health and care innovation sector.
- Build and strengthen own network within the organisation and externally with clients.
- Proactively manage stakeholder relationships, to build and maintain trusted relationship with clients.
- Manage the operational aspects and risk management of client engagements.
- Ensure that activities are captured and reported correctly on our Project Management System.
- Work across the organisation to support wider diversifying income development initiatives.
- Support the upskilling of other colleagues undertaking business development work.
- Review and create further in-house collateral to support bids and proposal.

Corporate and personal responsibilities

- Promote equal opportunities and affirm that staff, colleagues, patients, and others who encounter Eastern AHSN are afforded equality of access, experience, and outcomes.
- Observe Eastern AHSN's equity, diversity, and inclusion pledges in every aspect of your work, avoiding any behaviour which discriminates against colleagues, potential employees, patients, or partners on any grounds.
- Uphold and promote the organisation's values.
- Work flexibly and collaboratively with others to achieve the organisation's goals and support its values.
- Support the organisation in creating an environment that values risk management and promotes the highest standards of health and safety for

Eastern AHSN's employees, supported by policies and procedures as appropriate.

- Ensure up to date knowledge is maintained and comply with current data protection laws and company data protection and confidentiality policies and procedures.
- Ensure that we only operate within our remit of not offering clinical advice.
- Adhere to all company policies and procedures and any applicable legislation.

Person specification

Competence	Essential requirements	Desirable requirements
Qualifications and training	<ul style="list-style-type: none">• Educated to degree level or equivalent experience.	<ul style="list-style-type: none">• Project management qualification.• Professional services consultancy trained
Knowledge	<ul style="list-style-type: none">• Demonstrable knowledge of consultancy/professional service approaches.	
Skills	<ul style="list-style-type: none">• Core consulting skills gained through working in a professional services firm or equivalent including relationship management, proposal scoping and writing.• Strong project management skills including analysis, reporting and governance.• Excellent communication and interpersonal skills• Commercial awareness and sound business judgement.• Strong problem-solving skills• Team collaborator• Excellent IT skills including Microsoft Office suite and CRM systems.	

Experience	<ul style="list-style-type: none"> • Experience of designing professional bids/proposals (with costings) ideally for the health and care sector. • Experience of building and growing successful relationships with stakeholders. 	<ul style="list-style-type: none"> • Experience of generating income through consultancy work.
Right to work in the UK	<ul style="list-style-type: none"> • Applicants must be able to provide evidence of their right to work in the UK at the point any job offer is made. 	

Personal development responsibilities

- Understanding and awareness of own personal development needs.
- Maintenance of a compliant professional portfolio where required.

Key relationships

Internal - all Eastern AHSN employees will be expected to form key relationships within the organisation relevant to the role.

External - in addition, the successful appointee may need to develop and build relationships with external colleagues as relevant to the role. These may include, but are not limited to, relationships with:

- Operational colleagues within partner organisations may include but not exclusively:
- NHS Trusts and NHS Foundation Trusts
- Care Quality Commission
- Local Government
- Integrated Care System and Clinical Commissioning Groups etc.
- NHS England & NHS Improvement
- Third Sector Organisations
- Patient Advisory Groups/Services

Benefits of working at Eastern AHSN

As part of the benefits package, Eastern AHSN's employees are entitled to 27 days of annual leave plus bank holidays (pro rata for less than whole-time equivalent) and are offered a company pension (employer contribution up to 10% of annual salary) as well as a cycle to work scheme. In addition, all employees have access to the company's well-being programme.

How to apply

To apply please submit your CV and a covering letter by 23:59pm on 11 June 2023 to recruitment@eahsn.org specifying your motivation for applying and how you meet our person specification.

This job description is intended as an outline of the general areas of activity and will be amended in the light of the changing needs of the organisation.

This job description template was developed by the Eastern AHSN EDI group and approved by the senior management team on 16/08/22.