



# Job Description & Competencies

<b>Employee Name</b>	
<b>Position Description</b>	Commercial & Business Development Manager (Executive?)
<b>Operational Area</b>	General Management

<b>Key Responsibilities</b>
<ul style="list-style-type: none"><li>• Ownership of commercial aspects of all contracts</li><li>• Manage register of current and future opportunities, including bid reviews and the compilation of tenders and related documentation</li><li>• Attend briefings / launches of relevant funding programmes</li><li>• Provide support and advice to the Procurement team on commercial matters</li><li>• Maintain an external stakeholder register and manage the relationships with priority stakeholders</li><li>• Represent Indra at trade shows and related sales events</li><li>• Create cost models to underpin potential opportunities</li><li>• Work closely with the delivery team to ensure the smooth transition of successful opportunities into live projects</li></ul>

<b>Key Competencies</b>	
<b>General Competency Band</b>	3
<b>Role Specific Competencies</b>	
<p><b>Essential Skills</b></p> <ul style="list-style-type: none"><li>• Experience in EVSE industry</li><li>• Understanding of contract law</li><li>• Able to understand technical contracting</li><li>• Experience working in a consumer electronics business</li><li>• Able to assess strategic fit of opportunities</li><li>• Able to quickly assimilate information and produce cogent briefs</li><li>• Very strong communication skills, both verbal and written</li><li>• Very strong interpersonal and management skills with experience of working with all business functions</li><li>• Thorough understanding of how to price proposals</li><li>• A proven track record of managing relationships effectively for long-term gain, and of delivering order intake</li><li>• Ability to act as a mentor to the business, promoting commercial awareness</li><li>• Ability to work independently and using own initiative</li></ul> <p><b>Desirable Skills</b></p> <ul style="list-style-type: none"><li>• Interest in sustainability</li></ul>	



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### **Core Qualities**

- Personal Effectiveness: proactive, makes things happen, operates with resilience, flexibility and integrity
- Communication: shares and listens to information, opinions and ideas, using a range of effective approaches
- Self-Awareness: learns continuously and effectively adapts behaviour in response to feedback