



Role Title	Junior Business Development Executive
Function & Dept.	Public Sector Sales
Salary Range	Annual Base Salary = £28,000 pa Annual Bonus = £20,000
Career Growth Level	F - Supporting & Co-ordinating
CGP Descriptor	More complex roles which do not require significant specialist knowledge, but may work with confidential/ key information, are involved in process delivery, and may have some supervisory responsibilities
Team	Public Sector New Business Sales
Reports to	TBD
Role Purpose	<p>To develop and increase ongoing revenues and margin contribution from New Business Public Sector account(s) through pro-active &amp; re-active sales of the full range of SCC products &amp; services. Manage incoming demand in line with SLA's and Public Sector Framework guidelines, up and cross sell the broader portfolio and align with SCC partners in order to maximise margins. Operate as part of a team based in Birmingham serving the UK Public Sector.</p> <p>We are looking for Junior Business Development Executive's to join us and, reporting into our Sales Manager, engage with both existing and potential customers, ensuring that we have accurate data within our CRM system.</p> <p>Your role will be the perfect mix of sales, administration, data entry and customer service. You will maintain and develop brilliant relationships with key customer and partner contacts using our CRM system to track your business.</p> <p>You will engage and develop brilliant relationships with SCC's vendor partners and our respective partner managers to capitalise on a range of programmes and incentives that will drive our overall win rate. Our vendor partners will engage with you and your team on co selling activities to support training and enablement focussed on personal and team development.</p>

Key Responsibilities	
1	Respond, identify, create, develop and campaign sales opportunities within new business customers. Record all qualified business in Sales Hub. Engage with SCC's

	partners following established processes to ensure that opportunities are registered and recorded within the companies CRM system
2.	Respond to all leads generated quickly and capitalise on nurture and low hanging opps
3	Maintain, expand, and build engagement with vendors and partners within the account base, managing these engagements to drive sales growth and rate of margin.
4.	Actively embrace incoming demand presented via Public Sector Frameworks and Catalogues. Proactively pursue deal registration, margin maximisation programmes, and drive positive engagement with customers and vendors to drive deal closure.
5	To work effectively with SCC solution experts in defining the right proposition for a specific client requirement.
6.	Maintain and accurate and timely forecast in Sales Hub. In line with the account plans and within Sales Hub, create, maintain and grow associated contacts, campaigns, and customer data.
7	To effectively manage, grow and maintain long-term customer relationships at all levels and appropriate departments within the customer/s and engage with Snr SCC colleagues as and when required
8.	Identification of Opportunity and Risk to SCC – operational, commercial, and legal. Taking into consideration the financial imperatives within SCC in relation to all sales opportunities within the designated accounts. For example, using Payment Solutions to maximise the in-year margin contribution for SCC.

Person Specification	
1.	Demonstrable technology infrastructure and services sales experience and proven success driving product focused sales into Public Sector organisations.
2.	Good technology and services knowledge aligned to SCC focus areas and can articulate this well whilst communicating effectively with the client.
3.	Commercial awareness in the supply chain with a proven record of successful negotiation at client and vendor levels.
4.	Proven experience of and interest in the Public Sector, it's methods of procurement and strategic direction.

Key Competencies		Level
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Selling	Finding prospective customers and working with them to identify needs, influence purchase decisions and enhance future business opportunities	<p>1 : Individual Contributor</p> <ul style="list-style-type: none"> <li>Identifies new leads and prospects and any often lead bid processes, discusses contracts, and maintains customer contact during and after selling, to pre-empt issues and identify further opportunities</li> <li>Responds to assigned sales leads and uses current information to achieve sales objectives</li> <li>Applies agreed standards and tools to perform simple tasks or support complex sales process</li> <li>Monitors and reports on assigned sales quota, performance, customer satisfaction, market intelligence and competitors</li> </ul>

Stakeholder Relationship Management	Influencing stakeholder attitudes, decisions and actions for the mutual benefit	<p>1 : Individual Contributor</p> <ul style="list-style-type: none"> <li>Deals with problems and issues, managing resolutions, corrective actions, lessons learned and the collection and dissemination of relevant information</li> <li>Implements stakeholder engagement/communications plan</li> <li>Collects and uses feedback from customers and stakeholders to measure the effectiveness of stakeholder management and helps develop and enhance customer and stakeholder relationships</li> </ul>
Presentation Skills	The ability to deliver compelling, engaging, informative, transformative, educational, enlightening and or and instructive presentations to a group of individuals	<p>1 : Individual Contributor</p> <ul style="list-style-type: none"> <li>Makes presentations to small groups of individuals and familiar audiences</li> <li>Explains simple problems and technical information in a clear a succinct manner</li> <li>Listens effectively and asks questions to probe and check understanding</li> <li>Listens attentively and with empathy to concern expressed by others</li> <li>Asks questions to clarify ambiguous messages</li> <li>Employs visual aids to good effect and writes with sound knowledge of written English including grammar and spelling</li> </ul>
		<ul style="list-style-type: none"> <li></li> </ul>

Value Behaviours		Level
1.	Responsibility	1
2.	Passion	1
3.	Customer First	1
4.	Agility	1
5.	Family	1

Version	Date	Description	Approved by	Date
1.0	January 2024	Original	Sales	January 2024