

Business Development Manager – Job Description

Role Purpose:

To develop and execute plans to grow income in alignment with the business development strategy, and to contribute to the successful and sustainable growth of CPI as a whole. Developing opportunities by applying market knowledge, translating the offering to clients, and managing networks and stakeholder relationships internally and externally.

Key Responsibilities:

- To maintain consistent and document compliance with all relevant Safety, Health and Environmental (SHE), Good Manufacturing Practice (GMP), Data Integrity (DI), quality and best practice requirements.
- To execute plans to grow income in focus area/s in alignment with CPI strategy and key target metrics.
- To exploit networks (including public funding mechanisms) to enable efficient and proactive identification and prioritisation of project opportunities.
- To find new business opportunities by prospecting, such as at trade events and by contacting relevant companies.
- To prepare compelling project proposals, briefs and quotes; where appropriate coordinating internal and external supporting resource; and closing the sale with the client.
- To utilise the CPI CRM system to maintain an accurate up to date Sales Funnel.
- To develop sustainable collaborative partnerships to enable the effective delivery of the Business Unit's business development and technical strategies.
- To support the translation of the technical capability offering to clients.
- To contribute to relevant business development data and reports to support various internal management activities (to include portfolio management, business performance) and external stakeholder reporting and monitoring (for example grant funding bodies).
- To ensure CPI support services are effectively engaged in BD activities.
- To ensure that all activities are in alignment with the CPI Health and Safety policy, and that personal safety training is up to date.

Good Manufacturing Practice - GMP

CPI have a responsibility to manufacture medicinal products of the requisite quality, fit for their intended use and be in accordance with the relevant Manufacturing and Marketing Authorisations, Clinical Trial Authorisation, Product Specification, Drug Master File or CEP Dossier as appropriate and which do not place patients at risk due to inadequate safety, quality or efficacy. The Pharmaceutical Quality System, which incorporates Good Manufacturing Practice, is designed to deliver this quality objective, the attainment of which requires the participation and commitment of all staff across departments and at all levels within the company.

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Good Manufacturing Practice is the part of Quality Management which ensures that products are consistently produced to the correct quality standards. To comply with the principles of GMP, it is required that clearly defined procedures are adhered to when performing operations across CPI.

Data Integrity - DI

Data Integrity is the degree to which data are complete, consistent, accurate, trustworthy, reliable and that these characteristics of the data are maintained throughout the data life cycle. The data should be collected and maintained in a secure manner, so that they are attributable, legible, contemporaneously recorded, original (or a true copy) and accurate. Assuring data integrity requires appropriate quality and risk management systems, including adherence to sound scientific principles and good documentation practices.

CPI, as a GXP organisation, have developed a Pharmaceutical Quality System, which incorporates a DI Governance System – a series of arrangements to ensure that data, irrespective of the format in which they are generated, are recorded, processed, retained and used to ensure the record throughout the data lifecycle.

To comply with the principles of DI, it is required that clearly defined procedures are adhered to when performing operations across the site. All staff are actively encouraged/supported in the reporting of errors, omissions and undesirable results.

Direct reports: No direct reports

Person specification

Education / Qualifications:

| Essential: | Desirable: |
|---|------------|
| Educated to Degree level (or higher) in a Life Science, preferably in Biology, Biochemistry, Microbiology, and Biochemical Engineering disciplines. | |

| Competencies and behaviours | |
|--|--|
| Leadership (Influencing) | Decision Making (Influencing) |
| <ul style="list-style-type: none"> Promotes commitment to CPI's strategy, vision, values, and direction. Motivates, inspires and build resilience in others by making the vision shareable by everyone. Rewards and celebrates success with colleagues and teams. | <ul style="list-style-type: none"> Confidently draws reliable conclusions from diverse and sometimes incomplete data. Proactively sources and refers to how others have tackled similar problems previously. |

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| <ul style="list-style-type: none"> • Future proofs work practices. • Trusts others' judgment and demonstrates a willingness to try new things, even at the risk of failure. | <ul style="list-style-type: none"> • Considers risks, and consequences, and takes accountability for, the impact the decision has on the business including costs/ benefits. |
| <p>Communication (Influencing)</p> | <p>Developing self and others (Influencing)</p> |
| <ul style="list-style-type: none"> • Employs comfortably a wide range of communication styles and approaches to suit different situations and audiences (external and internal stakeholders) in diverse situations. • Builds effective two-way communication channels within the business area and across departments whilst maintaining credibility and securing commitment. | <ul style="list-style-type: none"> • Intervenes to address sources of lagging performance. • Provides challenging and stretching tasks and assignments to develop others. • Highly effective at supporting high performers and addressing underperformance through effective, constructive and open dialogue. • Collects information on performance and evidence of behaviours, and uses it effectively to improve individual and team. |
| <p>Collaboration (Guiding)</p> | <p>Delivery (Guiding)</p> |
| <ul style="list-style-type: none"> • Displays a collaborative style in day-to-day working whilst motivating others to achieve optimal performance and results. • Develops relationships which facilitate the resolution of complex tasks and can apply different techniques to effectively mitigate any conflict. • Can negotiate skilfully in tough situations with all stakeholders. | <ul style="list-style-type: none"> • Demonstrates the ability to prepare, gain approval of, refine and update business cases that justify the initiation of a project. • Displays the ability to manage stakeholders, taking account of their levels of influence and particular interests. • Ensures actions and decisions within the team are aligned with CPI's priorities. • Anticipates how team objectives must adapt and stretch to respond to change. |

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Knowledge and Experience:

| Essential: | Desirable: |
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| <p>Significant Business Development experience.</p> <p>Relevant industry experience.</p> <p>Working knowledge and broad experience of IT packages, particularly Outlook, Word, Excel and PowerPoint.</p> <p>Experience in business development in a technical organisation.</p> | <p>Experience of leveraging public funding mechanisms to support R&D and innovation.</p> <p>Experience of using a CRM system.</p> |

| Signature of Job Holder | |
|---|--|
| <p>Printed name</p> <p>Signature</p> <p>Date</p> | |