

My Role: p/t Business Development Administrator



WHAT I AM MAINLY ACCOUNTABLE FOR:

- Daily portal checks on new growth and retention opportunities and updates
- Actioning requests to explore portals for new business opportunities proactively
- Timely and accurate communication to decision-makers and project leads
- Actioning and capturing decisions and activities as instructed
- Ensuring our portal profiles and supporting documents are accurate and up-to-date
- Creating new portal log-ins and permissions, maintaining the portal access database
- Ensure growth project folders are created, updated and held correctly
- Ensure that created documents and materials are held in the correct folders
- Assist in the upkeep of growth activity pipelines and the reporting of data
- Assist in the set up of project kick off meetings and minuting meetings if needed
- Assist colleagues with service contract document management if requested
- Assist with the gathering and completion of information for new / updated contracts
- Support the occupancy inbox and liaise with colleagues to coordinate information
- Assist with creating new property profiles and researching target localities
- Complete online property searches and maintain associated activity logs
- Book property viewings and organise attendees
- Gather post viewing feedback and update the activity log
- Maintain property developers, agents, investors lists and send monthly newsletters
- Support contract healthcheck work with coordinating and administrative support
- Ensure a pipeline of future healthchecks is maintained and communicated
- Organise, store, retrieve and maintain data in databases
- Support the interpretation and analysis of data for learning and reporting
- Provide administrative support to the team e.g.
- Maintain team annual leave and absence calendar
 - Assist with sourcing venues and inputs for team meetings
 - Arrange and record online meetings
 - Assist with some travel and accommodation booking for team meetings
 - Capture meeting outputs and create post-event summaries

Values Led Leadership

Skills \ Knowledge

HOW I OPERATE:

- Organised, methodical, calm and flexible across many different activities
- Use analysis and evidence-based insight to inform continuous improvement
- Live and articulate our values and bring 'inspired by possibility'
- Role model standards for inclusivity, respect, quality and transparency
- Be aware of risks to the business and help mitigate these
- Confident in sharing concerns with line management to make improvements
- Challenge, offer, solicit and value new thinking
- Champion the rights of people we support
- Support the drive for coproduction across growth activities and service models
- Take pride in always delivering the best possible quality of contributions
- Deadline and target driven without compromising on quality and viability
- Valuing partnership working and excellent relationships with colleagues

WHAT I NEED:

- Experience of supporting a busy team and work programme
- Ability to keep many plates spinning simultaneously and coordinate the work of others
- Confident in workload management, prioritisation and communication
- Excellent working knowledge of MS Software
- Confident in communicating with colleagues and external stakeholders
- Excellent literacy skills including business correspondence
- Confident when working to fixed deadlines
- Accurate data entry and management of databases on various software platforms
- Experience in taking minutes and booking meetings, inc team diary management
- Reliable, confident and self-motivated when working remotely or independently
- Some experience of working with procurement portals or processes would be an advantage