



JOB ADVERTISEMENT

BUSINESS MANAGER

Full-time staff position, based in the UK.

April 2021



R-ID-143

Introducing Integrity

Integrity is an ethical consultancy and service provider working in challenging and complex environments around the globe.

We help our clients succeed in fragile and challenging environments while building trust and understanding as the basis for transformative change. We work across all phases of the programme and project cycle, delivering eleven complementary services: monitoring, evaluation and learning / data and knowledge management / research, evidence and analysis / advisory / project management / communications / risk management / technical assistance / capability and capacity development / stakeholder engagement / grant and fund management. Our services are underpinned by the principles on which we were founded, a commitment to providing reliable information and evidence, and expert and high-quality delivery.

Headquartered in London and Washington DC, Integrity also has offices in Jordan, Kenya, and Pakistan. Our multi-national team of over 60 deliver multi-year projects, programmes and consulting assignments to a wide range of government clients, international organisations, foundations and private sector clients.

Vision: Integrity sets the international standard for ethically delivered, expert services in complex and challenging contexts. Our work helps create stability, accountability and prosperity.

Mission: Based on evidence and learning, we help clients and communities to build trust and understanding as the basis for transformative change. We do not advocate: we listen, comprehend and recommend.

Commitment: Integrity upholds the highest ethical standards in our service delivery, our employment of staff and our interaction with people. Through adherence to our core values, we ensure not only that our clients receive the best possible service but that we benefit the individuals and communities amongst whom we work.

Further information about Integrity can be found at www.integrityglobal.com.

Scope of Work

The Business Manager (BM) will sit within the Business Team and contribute to a dynamic, fast-paced and growing organisation. You will be an experienced development sector professional who will have the opportunity to lead on developing business and contribute to business strategy across Integrity's portfolios in Africa, Asia, MENA and the US. In addition to winning new business, you will also be responsible for managing key corporate accounts, managing consultants, improving systems, processes and procedures, project delivery, and marketing and communications.

You will be managed by a Senior Business Manager and will manage relevant team members within the Business Team. The position is London-based with international travel as required.

Terms of Reference

The Business Manager role requires a reactive and energetic individual with strong proposal-writing, negotiation, and people skills. The right individual would combine the drive to compete for and win large-scale contracts with the emotional intelligence required to work across different teams, geographies, and cultures.

A. Business Development (50%)

- Support the delivery of Integrity's BD strategy by working as a core member of the Business Team and coordinating closely with team members in our international offices and with Integrity's Services, Operations and Finance Teams.
- Support the improvement of tools and processes for delivering successful proposals.
- Help grow and manage a company-wide BD pipeline, in line with geographical, thematic, and technical strategies, that enables us to deliver company-wide financial targets on a quarterly basis.
- Support company-wide prepositioning and proposal development, including competitor mapping, consortium selection and engagement, brand and messaging, teaming, development of track record documents, financials, and compliance documentation. There may be opportunities to specialise in certain regions, or thematic areas.
- Assign and manage tasks in the proposal development process to meet applicable deadlines, creating strong relationships and working with internal and external subject matter experts.
- Contribute written sections in technical proposal as well as leading on the creation of commercial proposals.
- Manage and further develop company-wide consultant management processes, including negotiation, recruitment, contracting and relationship building.

B. Account Management (25%)

- Coordinate and support key client accounts in London and globally through working closely with Integrity's teams in London, the US, and other geographies, in line with Integrity's account management strategy.
- Likewise, coordinate and support key client accounts globally through working closely with the Regional and Country Heads and Country Offices.

C. Strategy and Management (10%)

- Management of relevant team members in the Business Team.
- Oversee, coordinate and quality control the work of Integrity's Business and Consultant Officers as required.

D. Other (to be agreed) (15%)

- Manage both Frameworks and call down contracts in close collaboration with Services, ensuring successful and compliant delivery of these assignments.

Your Experience and Expertise

The ideal candidate will have:

- Relevant academic or professional qualification. A Bachelors or Masters in International Relations, Economy, Political Science is an asset.
- A minimum of three years professional experience including two years' experience in bid writing.
- A practical and demonstrable understanding of proposal and bid development processes, including drafting and coordinating inputs.
- Experience managing and/or writing bids either for UK Public Sector Clients or for International Donors (WB, UN, GIZ, EU etc.).
- Hands on experience building successful consortia and facilitating negotiations.
- A confident and experienced approach to representing organisations with strong brand interests.
- Experience managing staff and coordinating staff and consultants across international teams.
- A developed network of key industry contacts.
- Excellent time management.
- A team player approach with a positive attitude, willingness to both learn from others and lead others.
- Written and oral fluency in English to native standard is essential. Other relevant and desirable languages are Arabic, French and/or Spanish.

Core Competencies

The candidate should also demonstrate the following core competencies.

Level 1: Team competencies	Level 2-4: Management competencies
<ul style="list-style-type: none"> • Ethics • Leadership • Planning and Organising • Development and Continual Learning • Results Focus and Initiative • Teamwork • Customer Orientation • Communication • Managing Change 	<ul style="list-style-type: none"> • Analytical and Flexible Thinking • Achievement Focus • Managing Resources • Teamwork and Team Leadership • Customer Orientation • Influencing • Organisational Knowledge • Organisational Alignment • Strategic Thinking • Accountability • Developing Talent

How to Apply

If you are interested in applying for this position, please complete the application form at www.integrityglobal.com/apply and attach a CV and Cover Letter at the bottom of your application.

The closing date for applications is **21st May 2020**. However, we will review candidates on a rolling basis and the vacancy may be filled before this deadline. **We encourage early applications.** Please be advised that only shortlisted applicants will be contacted.

Integrity is an equal opportunities employer. And positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity. We will respect your confidentiality and abide by UK data protection laws.



**LISTEN
COMPREHEND
RECOMMEND**