

## JOB INFORMATION PACK

This pack contains the following information:

- Job details
- The application process
- Contact details
- About the role
- Job description
- Person Specification

### Job details

<b>Job title</b>	Business Development Manager, Edinburgh
<b>Job reference</b>	BDM-EdinJan22

### The application process

<b>Application deadline</b>	Wednesday 2 <sup>nd</sup> February 2022
<b>Interview date</b>	TBC

### Contact details

<b>General enquiries about this job</b>	recruitment@changeworksrecycling.co.uk
<b>Applications</b>	<a href="https://changeworks.etalent.net/bdm-edinjan22-business-development-manager-edinburgh">https://changeworks.etalent.net/bdm-edinjan22-business-development-manager-edinburgh</a>



**CHANGWORKS RECYCLING**

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WASTE MANAGEMENT SERVICES  
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## About Changeworks Recycling and the role

### About Changeworks Recycling

Changeworks Recycling is the leading waste and resource management company in Scotland enabling businesses to:

- Comply with the Waste (Scotland) Regulations
- Reduce waste, carbon and costs

We provide an exceptional, needs-based and tailored separate collection service that manages our clients waste as a resource, enabling them to become more competitive by reducing waste, carbon and costs.

Every client is taken on a journey from design, implementation, performance measurement, analysis and review, through to waste prevention, and with full waste and resource value managed by Changeworks Recycling.

Changeworks Recycling was the first waste and resource management company to be awarded Zero Waste Scotland's 'Resource Sector Commitment' and is recognised as the clear market leader in the waste and resource management industry in Scotland.

Changeworks Recycling's business model demands high and exacting standards of service delivery across a diverse range of activities. Achieving an exceptional level of service on a day to day basis to some 2500 clients across central Scotland relies on strong teamwork and for all staff to uphold our values. Our ambitions include to be regarded as a centre of excellence, an aspiration fulfilled by the quality of our staff and demonstrated in our business delivery.

Our values are for staff to deliver with passion, integrity, innovation, collaboration and empowerment.

Visit our website [www.changeworksrecycling.co.uk](http://www.changeworksrecycling.co.uk) for further information.

### The Role

We are looking for a Graduate/Trainee Business Development Manager to manage, develop and maintain a pipeline of new business opportunities to deliver profitable revenue growth for Changeworks Recycling in the Edinburgh area.

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EDINBURGH**Job Description**

<b>Job title</b>	Business Development Manager
<b>Salary and grade</b>	£22,462 - £26,546 + commission + generous benefits package
<b>Location of job</b>	Edinburgh
<b>Hours and terms</b>	35 hours per week
<b>Holiday terms</b>	26 days per annum plus 9 statutory holidays full-time

**General terms and conditions**

<b>Responsible to</b>	National Sales Manager
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**Purpose of the job**

To plan and achieve sales activities that deliver new business opportunities in line with agreed business plans.

**1. Achieve monthly and annual business development targets**

For illustration:

- Build area / geographic based business development strategy plans
- Deliver monthly and annual activity plan detailing type and levels of activity including marketing, networking, door-stepping and relationship building
- Achieve personal business development targets
- Build relationships with clients at multiple levels including, owners, managers, staff, facilities managers and brokers etc.
- Analysing and evaluating prospective clients' waste arisings through interview and assessment to create annual estimate values of their waste and resource management contracts
- Authorising, building, creating and presenting proposals to key prospects
- Understand business cultures and social styles of individual clients and adapt the appropriate strategy to develop profitable business relationships
- Build business development prospecting pipelines and provide accurate forecasting for manager and team
- Build and maintain relationships with key influencers - clients, organisations, institute of waste management etc.
- Build awareness to understand competitor activity
- Build testimonials and case studies to support marketing activities



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**2. Contribute towards the development and delivery of Changeworks Recycling Business Development Plan**

For illustration:

- Identify and act upon opportunities to execute the Changeworks Recycling Business Development Plan
- Identify opportunities for Changeworks Recycling to contribute to Scotland's recycling and resource efficiency targets
- Maintain awareness of competitor activity and regularly review strengths, weaknesses, opportunities and threats (SWOT Analysis)
- Understand the wider organisation and instigate referrals for other departments
- Act to continuously improve process efficiencies e.g. CRM systems including customisation and upgrades

**3. Ensure full and proper utilisation of business development tools and other resources.**

- Provide reporting to National Sales Manager including activity, pipelines and forecasting
- Identify personal training needs and advise line manager
- Update department on business development performance and activity
- Share best practice within Changeworks Recycling
- Fully utilise and maintain accurate CRM records of prospects and sales activity

**4. Contribute and participate in the Business Development Programme**

- Realise your potential and proactively manage your career through identifying learning needs and e-learning opportunities
- Attend our in-house training programme, actively contribute and add value to the process.

## Person specification

Please be prepared to demonstrate how you meet the following criteria in your job application.

	Essential	Desirable
<b>Qualifications</b>		
An honours degree in a business, environmental or suitably related field		✓
Minimum of 2 SQA Higher level qualifications, or equivalent, demonstrating language and numerical skills	✓	
<b>Personal attributes</b>		
Self-driven, results-oriented with a positive outlook and a clear focus on high quality and business profit.	✓	
A natural forward planner who critically assesses own performance.	✓	
Articulate, confident and assertive. Comfortable in dealing with a wide range of business professionals	✓	
Tenacious, resilient, and determined to succeed.	✓	
Keen for new experience, responsibility, and accountability.	✓	
Well presented and business-like.	✓	
Able to get on with others and be a team-player.	✓	
<b>Skills</b>		
Excellent interpersonal, communication and presentation skills	✓	
Ability to prepare business communications	✓	
Understand the principles of sales prospecting and the ability to motivate and stimulate activity.		✓
Excellent time management and organisational skills.	✓	
Experience of building relationships	✓	
Proficient use of Microsoft Office 365 apps	✓	
<b>Knowledge</b>		
Understanding of sustainability and waste issues relating to the business sector.		✓
In depth understanding of Scottish and UK policies relating to waste, carbon reduction and climate change.		✓
<b>Other</b>		
Full valid driving licence.		✓
A commitment to equal opportunities and diversity.	✓	



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**Complexity**

The successful candidate must be able to:

- Demonstrate flexibility and versatility
- Show an understanding of the importance of effective team dynamics
- Able to develop business relationships
- Keep abreast of the latest legislative, competitor, and technological developments

**Special conditions**

- There is no provision for overtime payments.
- This job description is illustrative, other tasks and responsibilities appropriate to the Grade may be added in consultation.