

## JOB DESCRIPTION



**Title:** Commercial Manager

**Reports to:** CEO

**Responsible for:** None

**Office location:** Agilysis' Banbury office plus homeworking

### Job Purpose

*To deliver sustained sales growth and market presence for Agilysis by leveraging our existing assets, including an extensive product portfolio and comprehensive contacts database.*

*Work directly with the Executive Team to ensure that Agilysis develops a set of effective commercial strategies to meet its goals for growth.*

*Work alongside other members of the Agilysis management and wider team by focussing on the effective promotion of all company products and services to new and existing clients.*

*To understand the needs of ours' and related sectors, and work with Agilysis domain experts to create and develop opportunities within existing and new markets.*

### Key Responsibilities

- To develop and coordinate the promotion of the Agilysis brand, product portfolio, and list of consultancy services in the UK and worldwide
- To identify new opportunities to win business through bids, tenders and frameworks
- To identify appropriate contract and sales opportunities from existing clients
- To work with the Executive Team & Management Team in establishing and maintain key commercial partnerships
- Coordinate with product managers to promote existing solutions to the market, and further develop these to meet changing customer demands
- Lead on bid preparation with support from the Executive Team
- Develop and manage central client management systems (CRM) to build market intelligence
- Work with the Head of Finance on systems for monitoring sales activity, growth forecasts, and solutions for processing orders.
- Provide day-to-day support and management of core policies and procedures relating to sales, marketing and client communications
- Monitor the work of other Agilysis staff who perform a support role in commercial processes
- Advise the Executive Team on new trends and developments within the commercial sector to develop and maintain our brand position.

### Scope and Scale

The role will cover all aspects of the Agilysis and RSA business and is not limited to any individual project or division.

## Performance Expectations

The post-holder will be appraised by the CEO and shall provide commercial reports to the Executive Team. They will be expected to have a high degree of autonomy and work without guidance but in accordance with agreed management policies and procedures.

## Approval & Review

Signed:

Date: 30/06/2020

Post approved by: Richard Owen

This job description is due for review on: 30<sup>th</sup> June 2020

## Job Description

### **Agilysis Limited**

*A company registered in England*

*Company registration number: 10548841*

*VAT registration number: 260 4741 19*

*Directors: D Campsall, R Owen, B Walton*

*Registered Office: 27 Horse Fair, Banbury, OX16 0AE*

**Title:** Commercial Manager

**Business Competencies**

	Degree of Competence			
	Initiate	Influence	Implement	Imitate
Communication				
Strategy and planning				
Commercial awareness				
Service provision				
Leadership and initiative				

**Management Competencies**

	Degree of Competence			
	Initiate	Influence	Implement	Imitate
People				
Projects				
Finance				
Change				
Risk				

**Technical Competencies**

	Degree of Competence			
	Substantial	Serious	Satisfactory	Superficial
Managing sales operations				
Marketing consultancy services				
Bid document preparation				
Account management				

Use of CRM systems				
IT literacy				
Road safety knowledge				

### Education, Training & Qualifications

	Essential	Preferable	Desirable
Educated to A-Level or equivalent			
Relevant degree			
Relevant professional qualifications			

### Other Requirements

	Essential	Preferable	Desirable
Willing to work evenings and weekends			
Full driving licence and use of a car			

### Approval & Review

Signed:

Date: 30/06/2020

Profile approved by: Richard Owen

This person profile is due for review on: 30<sup>th</sup> June 2021

## Person Profile

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