



Job Summary Overview

Job title	Business Development Manager (Traded Services)
Career family	Organisational Enablers
Professional pathway	Business Support
Career family level	Team Leader / Manager (Tier 6)
Grade	13
Reports to	Assistant Director / Service Manager
Financial responsibility	Resolving financial issues including complex issues within finance guidance. Forecaseing, management on internal systems for cost centres under the operational areas Pay and managing salary information for staff members in their operational area Supporting management of income account and end of year close down Ensuring that any externally commissioned work provides best value for public money, delivers on agreed key performance indicators and confirms to financial processes in place. Accountability for the operational areas' cost centres and finances Working closely with operational managers and service managers to ensure effective overall financial planning of the traded service. Financial oversight of traded services income and expenditure of £2.65m
Supervisory responsibility	1 direct report (Traded Services Co-ordinator) which includes: • Mentoring and training new members of staff (where applicable) • Conducing performance management • Supervising day to day tasks Managing external contracts including EVC Officer where services are outsourced.
Reference number	

Job Summary



The role of Business Development Manager is to lead the strategic development and growth of Oxfordshire County Council's traded services, with a primary focus on services supporting the education sector. It ensures that the council's offer is responsive to the needs of schools and partners, delivers high-quality and value-driven services, and supports improved outcomes for children and young people. The role combines system leadership with commercial awareness to strengthen relationships, identify opportunities for income generation and service improvement, and support the long-term sustainability of services in a changing policy and local government landscape.

The role will lead and coordinate the strategic development and growth of the traded services offer, with a focus on strengthening relationships with schools, system leaders and wider partners.

Key Responsibilities:

Business Development & Growth

- Develop and deliver business development strategies and customer engagement plans to support growth in traded services
- Identify and pursue new opportunities for service expansion, income generation and market development
- Lead or support development of business cases, proposals and traded service models
- Use market intelligence, sector insight and customer feedback to inform service design and future growth
- Attend conferences, and networking events to build brand awareness and generate leads

Stakeholder Relationships and system leadership

- Build and maintain strong, trusted relationships with schools, multi-academy trusts, system leaders and wider partners
- Act as a key interface between services and the education system, ensuring a clear understanding of need and demand
- Support the development of the council's offer beyond maintained schools, strengthening relationships across the wider education landscape
- Work collaboratively with service managers and senior leaders to ensure a coherent and coordinated offer to schools and settings

Financial and Performance Management

- Oversee traded service income performance across relevant service areas
- Work with service leads to support budget planning, income forecasting and pricing approaches
- Monitor financial performance against targets, identifying risks and opportunities
- Provide clear reporting and analysis to senior managers to inform decision-making and future planning
- Monitor the quality and effectiveness of the traded services offer, gathering feedback from schools and partners and working closely with service managers to ensure services meet customer need, maintain high standards and deliver consistent, high-quality outcomes



- Manage outsourced traded service contracts, including areas such as Education Visits, ensuring effective contract oversight, performance monitoring and value for money,
- Line managing the Traded Services Contracts Officer to ensure consistent delivery, compliance and continuous improvement

Strategic Influence and Policy Context

- Contribute to the council's response to national policy developments and advise on implications for traded services and service delivery models
- Support the council to navigate the impact of local government reorganisation on traded service sustainability and delivery
- Ensure services remain aligned to sector priorities, best value principles and the evolving role of local authorities

Partnership & Integrated Working

- Support and enable effective partnership working across Children's Services and the wider council
- Facilitate collaboration across service areas to provide a coherent and integrated offer
- Promote a customer-focused culture that prioritises relationships, quality and responsiveness

Specific requirements	Essential <i>Mark with ✓ ▪</i>	Desirable <i>Mark with ✓ ▪</i>
Degree or equivalent professional qualification or substantial experience in a relevant professional role	✓	
Experience of business development, service improvement or commercial activity within a public sector, education or related context	✓	
Understanding of the education system, including schools, academies and wider system partners	✓	
Awareness of the challenges facing local government, including funding pressures and service transformation	✓	
Experience of working across teams and services to deliver outcomes in a complex organisation	✓	
Experience of analysing performance, customer or financial data to inform service improvement	✓	
Experience of building and maintaining relationships with stakeholders	✓	
Commercial awareness and understanding of sustainable service models within the public sector	✓	
Ability to think strategically while also delivering operational outcomes	✓	
Strong interpersonal and relationship-building skills, with the ability to engage and influence a wide range of stakeholders	✓	
Ability to translate insight, feedback and data into clear actions and service improvements	✓	
Effective communication skills, both written and verbal	✓	
Strong analytical and problem-solving skills	✓	



Ability to manage competing priorities and work proactively in a complex environment	✓	
Ability to work both independently and collaboratively across a matrix organisation	✓	
Ability to think strategically while also delivering operational outcomes	✓	
Confidence to work in an evolving policy and organisational environment	✓	
Ability to influence and advise senior leaders through clear, evidence-based insight	✓	
Evidence of further professional development		✓
Experience of traded services or income-generating models within a local authority		✓
Experience of working with schools, multi-academy trusts or education organisations		✓
Knowledge of public sector procurement, commissioning or pricing model		✓
Understanding of national education policy developments (e.g. SEND reforms, White Paper direction)		✓

Working Arrangements

- The post is not politically restricted.
- Enhanced DBS check with Barring List is required
- Contractual base as detailed on contract, but you are able to work on a flexible basis in line with our Agile Working Policy, with discussion and agreement of the service manager.
- Able to travel across the county and work from various office locations within the county.
- The postholder must hold a valid UK driving license and have access to a vehicle that they would be willing to use for business purposes.
- Flexibility to work some evenings as may be necessary

Health and Safety at Work

All employees have responsibilities for health and safety – both for themselves, colleagues and the people we work with.

The potential significant hazard(s) and risk(s) for this post are identified below (those ticked).

☐	Provision of personal care on a regular basis	☐	Driving HGV or LGV for work
☐	Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	☐	Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or a council vehicle for work purposes)
☐	Working at height/ using ladders on a regular/ repetitive basis	☐	Restricted postural change – prolonged sitting
☐	Lone working on a regular basis	☐	Restricted postural change – prolonged standing



☐	Night work	☐	Regular/repetitive bending/ squatting/ kneeling/crouching
☐	Rotating shift work	☐	Manual cleaning/ domestic duties
☐	Working on/ or near a road	☐	Regular work outdoors
X	Significant use of computers (display screen equipment)	X	Work with vulnerable children or vulnerable adults
☐	Undertaking repetitive tasks	☐	Working with challenging behaviours
☐	Continual telephone use (call centres)	☐	Regular work with skin irritants/ allergens
☐	Work requiring hearing protection (exposure to noise above action levels)	☐	Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
☐	Work requiring respirators or masks	☐	Work with vibrating tools/ machinery
☐	Work involving food handling	☐	Work with waste, refuse
☐	Potential exposure to blood or bodily fluids	X	Face-to-face contact with members of the public
☐	Other (please specify):		