

Job Description

Job title: Business Development Manager

Department: Business Development

Jurisdiction: Guernsey

Purpose of the role

Proactively create and manage the implementation of the Guernsey service line BD plans. Liaising with partners, fee earners (and European BD team as appropriate) to agree strategy and analyse, assess and prioritise new business development opportunities.

Key Responsibilities

- Develop and implement the Guernsey Business Development (BD) plans for the relevant service lines including events.
- Ensure regular planning and review meetings are scheduled with each of the service line teams and that planned activity is budgeted, reviewed and monitored.
- Translate the service line BD plans into individual partner BD plans with assigned responsibilities and targets, providing updates against progress as required.
- Develop effective targeting strategies and lists for each of the service lines.
- Build own network of BD peers within Ogier target clients and intermediaries, in support of the service line business development plans and service line team activity.
- Actively identify and build relationships with key industry associations, memberships and networks to enhance the profile and development of key legal relationships for service line.
- Develop a comprehensive suite of collateral for Guernsey legal service lines.
- Directory submissions - ensure delivery of Chambers, Legal 500 & ILFR directory submissions including reviewing and monitoring results.
- Develop and support jurisdiction key client / intermediary programme.
- Support partners and associates in preparation of pitches and proposals.
- Support the group training function as required with the development and delivery of BD training modules.
- Identify and propose clients / intermediaries for the Acuigen client satisfaction programme. Follow through with partners to ensure timely follow up on client service interviews, identify client service trends.
- Take on role of project sponsor on BD projects as may be appropriate /necessary from time to time.
- Take ownership /lead position on one or two Group wide initiatives/processes as appropriate/necessary.

People Management

- Actively develop and mentor direct reports (1). Set annual objectives and provide development framework and mentoring for ongoing career progression. Support training and knowledge sharing to enhance skills and expertise.
- As a senior member of the business services team, will need to be available as a point of contact when Practice Manager is away from the office.

Job description (cont.)

Budgets

- Responsible for translating the BD activity plans into detailed budgets. Manage and controls expenditure with the service line teams and provide timely updates on progress.

Competencies

- Relevant degree (2:1 or equivalent)
- Relevant qualification (CIM or equivalent)
- Relevant product and industry experience considered necessary
- Experienced in developing and implementing highly effective BD&M initiatives in the professional services industry
- Ability to form and maintain highly effective working relationships with all levels of seniority from partner to secretary
- Strong analytical skills
- Strong communications skills (verbal and written)
- Confident in meeting and networking with clients / intermediaries
- Excellent people management

Contact

To apply for this role please send your CV to recruitment@ogier.com

Regulatory information can be found at ogier.com