



## Job Description

<b>Job Title:</b>	Business Development Manager	<b>Position Type:</b>	Part-time
<b>Location:</b>	Surbiton, Surrey/Hybrid	<b>Travel Required:</b>	To relevant exhibitions and events as needed
<b>Salary:</b>	Competitive – dependent on experience	<b>Reports to:</b>	Manager Director

**Whitfield Consulting Services is an award-winning specialist civil engineering consultancy of 70 professionals delivering high-quality design, management, and advisory services across the power, energy, renewable and railway sectors on projects that contribute to the global Net Zero agenda. We take pride in technical excellence, innovation, and a collaborative approach that allows our engineers to deliver practical, buildable, and future-ready solutions.**

**This is a key role in helping to further grow and develop the business to meet our strategic goals.**

## ROLE AND RESPONSIBILITIES

### Key Responsibilities

#### Strategic Development

- Further develop and implement a business development strategy aligned with company goals and sector priorities
- Research market trends, emerging opportunities, and competitor activity in railway, power, and renewable energy infrastructure
- Support long-term business planning and research diversification into new sectors
- Develop, execute and evaluate the company's marketing, digital presence, and brand-building strategy and manage the relationship with the marketing agency

#### Client & Relationship Management

- Identify, engage, and maintain relationships with key clients, consultants, and industry partners
- Represent the company at industry specific exhibitions, networking events and industry forums
- Gather and evaluate client feedback to ensure continuous improvement across our work

#### Opportunity & Bid Management

- Lead pre-qualification, tender, and bid submissions in collaboration with the engineers
- Develop compelling proposals, presentations, and marketing materials that showcase our expertise
- Manage business development pipelines and reporting, ensuring accurate forecasting and performance tracking

#### Collaboration & Internal Development

- Work closely with the directors and senior engineers to align business development activities with delivery capability and resources
- Provide insight and training on client engagement and marketing to the teams

#### Qualifications & Experience

- Qualification in Civil Engineering, Business, or a related field (or equivalent experience)
- Proven experience in business development within engineering consultancy, infrastructure or construction sectors and able to demonstrate contribution to success in winning work
- Excellent communication, negotiation, and relationship-building skills

- Proficiency in CRM systems and business reporting tools is desirable.

**Personal Attributes**

- Proactive, strategic thinker with a commercial mindset.
- Confident communicator who can engage with clients and internal teams at all levels.
- Strong organisational and time management skills, with the ability to manage multiple opportunities.
- Passionate about sustainable infrastructure and the future of engineering.

**Why Join Us**

- Work in a collaborative, growing consultancy with a strong reputation in the industry
- Contribute to exciting projects that have real social and environmental impact
- Receive a competitive salary and benefits, with opportunities for professional development and progression
- Benefit from flexible working arrangements that support work-life balance

## KEY SKILLS REQUIRED

- Proactive, with a positive can-do attitude and approach
- The ability to use initiative and solve problems confidently
- Excellent communication skills and the ability to confidently ask questions and listen
- Experience of working with a hybrid team
- Competent at using Teams, SharePoint, Word, Excel and PowerPoint
- The ability to build positive relationships quickly
- The ability to deliver to deadlines