

BUSINESS DEVELOPMENT MANAGER JOB DESCRIPTION

Location: National Role
Reports To: Commercial Manager and Directors
Employment Type: Permanent

About the Company

MAC Groundwork Contractors Ltd is a well-established groundworks and surfacing contractor operating across the UK, delivering a wide range of services including site preparation, drainage, foundations and infrastructure works for educational, commercial, industrial, sport and leisure projects.

As part of our continued growth, we are enhancing our commercial capability to proactively expand our client base, market presence and long-term revenue.

Role Overview

The Business Development Manager will be solely responsible for identifying, negotiating and securing new business for MAC Groundwork Contractors Ltd. The role focuses on securing opportunities from new and dormant customers, converting them into tenders, framework agreements and subcontract packages within targeted sectors and contract types. Success will rely on proactive outreach, strategic tendering, negotiation execution and market intelligence.

Key Responsibilities

New Business Generation & Conversion

- Take full responsibility for identifying, negotiating and securing profitable new business
- Target local authorities, major main contractors and private/public organisations delivering large-scale commercial and infrastructure projects
- Work to an agreed sector and contract type targeting plan
- Reactivate dormant accounts through effective commercial engagement

- Proactively manage, negotiate and close outstanding quotations and estimates
- Apply third-party market intelligence platforms to identify early opportunities, tenders and frameworks
- Use HubSpot CRM to maintain pipeline accuracy and activity discipline

Tenders, Frameworks & Procurement

- Drive inclusion in suitable future tender opportunities
- Coordinate PQQ and tender submissions with Estimating, QS and Commercial teams
- Negotiate commercial terms to secure profitable workload
- Develop strong procurement relationships for early engagement

Sales Strategy & Market Insight

- Develop and execute a new business growth strategy
- Provide accurate reporting on pipeline, activity and conversion performance
- Use CRM data and market intelligence to guide commercial decisions
- Identify emerging opportunities and recommend new sector focus areas

Internal Collaboration

- Ensure seamless handover of secured work into Operations, Estimating and QS
- Work closely with Estimating and QS teams on bid positioning and commercial negotiation
- Share client requirements and feedback to improve delivery success
- Represent MAC professionally at meetings, site visits and industry events

Skills & Experience Required

Essential

- Proven BD success in groundworks, surfacing, civil engineering or construction subcontracting
- Strong negotiation and closing capability
- Experience converting outstanding quotations and tenders into secured work
- CRM disciplined (HubSpot preferred)
- Self-motivated and commercially focused

Desirable

- Network within public procurement / major contractor supply chains
- Experience with market intelligence tools (e.g. Glenigan, Barbour ABI)

Qualifications

- Degree, HNC/HND or equivalent construction/commercial qualification (preferred)
- Full UK driving licence

What We Offer

- Competitive salary (experience dependent)
- Performance-related bonus linked to new business success
- Company vehicle or car allowance
- 25 days annual leave plus bank holidays
- Company pension scheme
- Career progression within a growing business