Background

The Planning Portal (http://www.planningportal.gov.uk) is a high-profile, award-winning e-government initiative providing a one-stop shop for all users of the planning system in England and Wales.

The small team, mostly Bristol-based, supports the streamlining of the planning system by encouraging online planning applications and by providing online advice, guidance and tools on planning and building control policy. As core funding reduces over the coming years, the commercial team will play an increasingly important role in supporting this activity by providing the necessary funding to support the business.

Reporting to the Business Development Analyst, the Commercial Executive will play a proactive role within the commercial team, developing relationships with new contacts and organisations in order to sell Portal services and products. Our commercial products and services include, advertising, sponsorship, software and other web-based products. We constantly evaluate the viability of new products to attract additional sources of revenue, the successful candidate will play an important role in this process.

The successful candidate will have experience of selling products and/or services and will have strong interpersonal, negotiation and closing skills as well as the ability to work on their own initiative.

Key Tasks

- Initiate contact with new business leads to sell a range of products and services
- Manage all aspects of the sales process from initial contact to sales ‘close’
- Ensure sales are recorded and monitored in line with agreed processes
- Ensure products purchased are delivered in a timely way
- Manage ongoing relationships with commercial partners once recruited and provide good customer service
- Represent the Planning Portal at major exhibitions in order to sell services to exhibiting companies
- Work in conjunction with the commercial team to identify new market segments and define leads
- Recommend changes in tactics, approach or new products based on market data

Skills & Experience

Essential

- Strong interpersonal skills
- Ability to communicate and convey key messages by phone, email and face-to-face
- Excellent negotiation skills
- Good organisation skills
- Personal resilience, with the ability to self-motivate
- A proven track record in sales, including developing new business
- Experience of working to targets and deadlines
- Ability to work under own initiative

Desirable

- Knowledge/understanding of the e-government and e-planning agenda
• Experience of working in the private sector
• Good skills in analysing and utilising data to adapt tactics/approach

Duration and location of the appointment

This new role will commence as soon as is practical. It is a full-time, permanent position, based at the Planning Portal office in Bristol.

Benefits

• £29,539
• 30 days annual leave plus an additional 2.5 days privilege days.
• Access to the Civil Service Pension scheme
• Access to an on site gym with low membership costs
• Reimbursements for eye tests
• Option to join an in house car parking rota
• Possible access to team performance bonus (not individual commission)
• Easy access to bus and train routes

Closing date: 12/12/11

To apply please send CV and covering letter to sales@planningportal.gsi.gov.uk