

**SKILLS FRAMEWORK FOR WHOLESALE TRADE
SKILLS MAP - HEAD OF BUSINESS DEVELOPMENT**

Sector	Wholesale Trade	
Track	Marketing, Business Development and Analysis	
Occupation	Business Development Manager	
Job Role	Head of Business Development	
Job Role Description	<p>The Head of Business Development drives the formulation of the organisation's business development strategies, enhances the organisation's current portfolio and explores new business opportunities. He/She execute business strategies aligned with organisational objectives.</p> <p>The Head of Business Development also coordinates with regional partners to identify regional market opportunities that could in turn enhance local positions. In addition, he continually strengthens working relationships amongst a diverse network of buyers and sellers to assess market demand and innovate to provide new offerings. He is a proactive and self-motivated individual, who possesses a strong drive to succeed amidst an evolving business environment.</p>	
Critical Work Functions and Key Tasks	Critical Work Functions	Key Tasks
	Develop business development strategies	<p>Establish business development strategies to ensure alignment with overall organisational strategy</p> <p>Guide business development research reports on potential revenue streams and business threats to inform business development strategies</p> <p>Lead local and/or regional team discussions to finalise decisions on business development pursuits</p> <p>Formulate targets and Key Performance Indicators (KPIs) aligned with business development strategies</p> <p>Drive collaboration with internal stakeholders to develop implementation plans for adapting existing portfolios to new business opportunities</p> <p>Lead development of business intelligence frameworks to improve data analytics, predictive modelling and market assessments</p>
	Enhance current business portfolio	<p>Lead collaboration with internal stakeholders to identify opportunities for portfolio enhancement</p> <p>Lead identification of cross functional opportunities to optimise business processes</p> <p>Drive identification and implementation of new technologies to enhance business portfolio and optimise business processes</p> <p>Endorse demand creation strategies and new product service offerings to improve revenue streams and meet market demands</p> <p>Lead discussions on trading research parameters of market variables in collaboration with organisation's Trading departments</p> <p>Lead relationship building with industry players and develop strategies to leverage network for business opportunities and partnerships</p>
	Explore new business opportunities	<p>Lead new business opportunity initiatives based on business network feedback and economic landscape</p> <p>Drive product and/or product offerings research initiatives to understand and predict future impacts on product offerings and production</p> <p>Lead new business ventures and strategise on business ventures approaches and market entries</p> <p>Direct approach to drive cost-benefit analysis and financial modelling of new business ventures</p> <p>Endorse due diligence reports and regulatory restrictions on new business ventures</p> <p>Formalise new business agreements with identified partners, suppliers and vendors</p>
	Drive collaboration of human resource, technology, finance and continuous improvement initiatives	<p>Lead department's financial budgeting process to acquire funds for the department's activities</p> <p>Drive corporate governance measures</p> <p>Manage subordinates' professional and career development</p>

	Manage department's recruitment and retention efforts
	Lead technology application to improve productivity and innovation
	Develop revised workplace technology approach for productivity improvement and innovation
	Direct review and analysis of work outcomes to determine effectiveness of processes and procedures
	Formulate process solutions to innovate current work processes

Skills & Competencies	Technical Skills & Competencies		Generic Skills & Competencies	
	Budgeting	Level 5	Communication	Advanced
Business Negotiation	Level 5	Interpersonal Skills	Advanced	
Business Opportunities Development	Level 5	Decision Making	Advanced	
Business Performance Management	Level 5	Creative Thinking	Advanced	
Business Planning	Level 5	Problem Solving	Advanced	
Business Presentation Delivery	Level 5			
Capital Expenditure and Investment Evaluation	Level 5			
Change Management	Level 5			
Conflict Management	Level 5			
Continuous Improvement Management	Level 5			
Contract Development and Management	Level 5			
Data Analytics	Level 3			
Data Mining and Modelling	Level 4			
Demand Analysis	Level 5			
Effectiveness Management	Level 5			
Enterprise Risk Management	Level 5			
Innovation Management	Level 5			
Learning and Development	Level 5			
Manpower Planning	Level 5			
Market Profiling	Level 5			
Market Research	Level 5			
Mergers and Acquisition	Level 6			
Networking	Level 5			
Organisational Analysis	Level 5			
Product Development	Level 5			
Project Feasibility Assessment	Level 5			
Project Management	Level 5			
Resource Management	Level 5			
Solutions Design Thinking	Level 5			

	Stakeholder Management	Level 5		
	Strategy Planning	Level 5		
	Systems Thinking Application	Level 5		
	Technology Integration	Level 4		
Programme Listing	For a list of Training Programmes available for the Wholesale Trade sector, please visit www.skillsfuture.sg/skills-framework/wholesaletrade			

The information contained in this document serves as a guide.