

PART 2 : DUTIES & KEY RESPONSIBILITIES

JOB TITLE:	DEVELOPMENT MANAGER – HONG KONG
JOB HOLDER:	REPLACEMENT ROLE
DATE UPDATED:	14/06/2023
REVISION (HR Office Use):	

1 MAIN PURPOSE OF THE JOB

The Development Manager – Hong Kong is responsible for developing and executing the Hong Kong Strategy, particularly in the area of developing key stakeholder relationships – universities, industry bodies and local employers. Key objectives are to raise the profile and growth of the CIOB in Hong Kong and more widely in the Greater Bay Area, in order to retain current members and achieve growth through new member acquisition.

2 POSITION IN ORGANISATION

Reports to the Associate Director of International Market Development, based in Hong Kong
Key member of the International team, within the Membership Directorate
Collaborates with colleagues within the team, with the Acquisition and Retention teams in the UK, and across departments such as Academy, Education, Marketing and Policy.

3 DIMENSION & LIMITS OF AUTHORITY

- Monitoring and reporting against local annual Business Plan and Budgets for Hong Kong, and acts within budgets approved by Finance
- Manages a company credit card
- Negotiates with service providers to ensure that quality of services are maintained and are within budget

4 SKILLS & EXPERIENCE

Demonstrable managerial and business development experience

- Proven track record of and driven by understanding stakeholder needs and building relationships
- Excellent customer service, organisational and administrative skills
- Effective decision-making and assertiveness skills
- Proven track record in strategic thinking, with the ability to identify areas for development and implementation to achieve targets/KPIs
- Strong IT skills: proficient user of Microsoft Office software, internal systems and social media
- Team player
- Excellent presentation skills with the ability to present to audiences at all levels within government, academia and industry
- Ability to communicate/influence effectively and confidently at different levels with a passion for networking, and building and maintaining relationships
- Excellent financial management skills: business planning, budgets, reforecasting
- Willingness to undertake local travel and work flexible hours to meet the organisation's needs
- Knowledge of the construction industry is desirable, but not essential.

5 DUTIES & KEY RESPONSIBILITIES

Business Development & Marketing (40%)

- Follow a consultative selling approach where stakeholder needs are understood and methods of collaboration are proposed based on mutual interests and values.
- Proactively build and manage relationships with Universities, industry bodies and employers, in order to achieve increased recognition and exposure of the CIOB
- Establish and manage strategic partnership agreements, ensuring that the objectives within the agreements are being met through a detailed action plan, and these agreements are reviewed and updated regularly
- Execute MoU with local professional bodies or government departments
- Represent the CIOB in key events such as networking, conferences, exhibitions.
- Generate leads from local activities and events to contribute to membership and local income revenue
- Work collaboratively with the Policy team to understand initiatives and gain/increase recognition locally
- Understand and regularly provide feedback from the local marketplace on industry, economy, competition, opportunities and challenges
- Execute membership campaigns, including but limited to annual membership renewals, regular introduction to CIOB workshops, and activities/promotions to encourage members to upgrade.

Events Management (30%)

- Plan and execute a programme of events for the purposes of providing value of membership and consolidating stakeholder relationships
- Identify and understand themes and topics for Continuing Professional Development (CPD) events, and identify subject experts
- Organise and facilitate member networking events
- Direct MSEC staff on event organisation, including confirmation of event details, listing on Eventbrite, and ensuring that a monthly event newsletter is sent to Hong Kong members

Other Responsibilities (30%)

- Manage the development, implementation and performance of the Hong Kong strategy in line with the CIOB's overall Corporate Plan, including a market positioning strategy and promoting the concept of chartership.
- Coordination of member hub committees, ensuring committee meetings are held, agenda and action points are documented and disseminated
- Managing financial procedures and ensuring all deadlines are met including budgeting and delivery of regular financial reporting and reforecasting
- Assist the Director Finance and/or Director Governance with any financial or legal reporting relating to CIOB's entity in Hong Kong
- Actively encourage members to become involved in the CIOB activities, obtain feedback from members on developing new services
- Support member working groups on the management of events and campaigns, such as sourcing speakers
- Any other ad-hoc projects that may be required which may result in the increase of CIOB profile or membership in Hong Kong or the Greater Bay Area.

PART 2 : DUTIES & KEY RESPONSIBILITIES

This is not an exhaustive list of responsibilities involved in the role and the CIOB reserves the right to change the scope of job in line with the operational requirements.

PLEASE ELECTRONICALLY SIGN ON HR SYSTEM

JOB HOLDER:	
DATE SIGNED	
DATE ON WHICH EMPLOYEE COMMENCED UNDERTAKING THIS ROLE	