

Job title	Commercial and Business Development Executive		
Grade		Salary	TBC
Department		Location	Port of Stornoway
Reporting to	Chief Executive		
Responsible for			

Purpose and objectives of the role

The principal responsibilities of the Commercial and Business Development Executive is to drive growth and business expansion within the port.

This senior role sits at the intersection of commercial strategy, project management, and business development, with a primary focus on identifying new growth opportunities, overseeing key projects, and fostering strong client relationships. As the Port goes through a period of significant change several major developments associated with the renewables market have been identified, which will present unique challenges and opportunities over the coming years. The Port is looking for a motivated individual who possesses a strong strategic mindset, excellent project management skills and a passion for driving sustainable growth. This role offers an exciting opportunity to contribute to the long-term success of the business whilst navigating a rapidly evolving industry landscape.

Main duties and responsibilities

The duties and responsibilities of the Commercial and Business Development Executive are varied but primarily are as follows:

Commercial Strategy & Analysis:

Develop and execute commercial strategies to drive business growth and enhance market positioning.

Conduct market analysis, evaluating industry trends, and customer needs to identify new opportunities.

Collaborate with the other members of the senior leadership team to define long-term growth objectives aligned with the Ports strategic vision.

Business Development:

Identify, assess, and pursue new business opportunities within existing and emerging markets.

Establish and maintain strong relationships with clients, stakeholders, and strategic partners to drive business expansion.

Lead negotiations and secure agreements that align with the Ports commercial objectives.

Develop and present persuasive business proposals to potential clients which demonstrate value to prospective clients.

Project Management:

Manage the end-to-end process for key business development projects, from concept through to successful execution.

Coordinate with internal teams to ensure timely and efficient delivery of projects.

Track project performance, ensuring that timelines, budgets, and operation requirements are met.

Regular reporting on project status, risks, and outcomes.

Client Relationship Management:

Serve as the primary point of contact for key clients, ensuring their expectations are met and exceeded.

Monitor client satisfaction and work to resolve any issues or concerns promptly.

Proactively suggest new services and solutions to clients to drive further business growth.

Market & Competitor Intelligence:

Conduct comprehensive market research and competitive analysis to anticipate industry trends and customer demands.

Provide strategic insights into market dynamics and assist in adjusting strategies accordingly.

The above list is not exhaustive. The Port Authority may amend your duties from time to time and, in addition to your normal duties, you may from time to time be required to undertake additional or other duties as necessary to meet the needs of the Port Authority.

Qualifications

Degree

Full UK Driving License

Skills, knowledge and experience

Several years of experience in a commercial, project management or business development role.

Strong commercial acumen and understanding of business financials.

Ability to simplify the complicated.

Excellent project management skills with the ability to manage multiple projects simultaneously.

A team player with a developed understanding of collaborative working.

A strong set of personal values which match both those of the organisation and its vision.

Strong organizational skills and collaborative management style.

Well-developed written and verbal communication skills with proficiency in report writing.

Excellent IT skills with an up to date working knowledge of Microsoft Office and specialist software, including project management and CRM software.

Risk Controls/Compliance