



Job Description

Job Title: Sales Project Manager

Reports to: General Manager Sales

Direct reports: N/A

Department: Sales

Date: October 2018

Working Hours: 37

Job Purpose:

To add value to the business by effectively managing the company's sales activities to include Public Sector activity, trade customer sign up activity, multi occupancy and wider support across sales departments as required.

Additionally to provide wider support to the relationship Phoenix Natural Gas has with the wider natural gas industry.

Key Accountabilities:

- Develop and effectively manage a connections programme for the unconnected NIHE housing stock in line with company targets.
- Establish and sustain excellent relationships with key personnel within the NIHE to include programme managers and area managers.
- Develop and maintain a comprehensive overview of NIHE housing stock that includes details of NIHE housing stock within towns that are part of the East Down extension activity.
- Manage relationships with Housing Associations who have housing stock within Greater Belfast to ensure Phoenix Natural Gas maximise connections through both individual schemes and the NI Sustainable Energy Programme Cosy Homes scheme.
- Identify additional domestic sales opportunities through engagement of management agencies to provide natural gas to larger multi occupancy developments.
- Responsibility for maximising the potential of the wider industry to support customer sign up activity via training and appropriate support initiatives.



- Develop a skill set that will support the desire within the department to share responsibilities at times of need such as peak demand or holiday periods.
- To support the General Sales Manager with specific requirements across the sales department where required to include wider industry engagement, special projects and event management.

Generic Accountabilities:

- Establish, develop and maintain effective working relationships with all work colleagues, contractors and partnering agencies to ensure an integrated contribution to PNG's corporate objectives.
- Observe and comply with policies and procedures for Health and Safety at Work and observe and continually promote equal opportunities and customer care in compliance with organisational aims and objectives.
- Participate in learning and development activities that develop personal effectiveness and assist in improving performance in the role.
- Undertake any other duties as may reasonably be required in line with the level of responsibility of the post and in order to meet the changing needs of the organisation.

This is an overview of the job as it is presently constructed. This will be periodically reviewed and updated to ensure that the job description fully reflects the level of duties and responsibilities required of the post holder. The post holder and line manager will be included in any discussions to update the job description and it is our aim to reach agreement on reasonable changes, but if agreement is not possible Phoenix Natural Gas Ltd reserves the right to insist on changes to your job description after consultation with you.

Person Specification

Sales Project Manager

Section	Criteria (Essential/ Desirable)	Assessment method - application form/ interview etc
Education, qualifications and training	<u>Essential</u>	
Experience	<u>Essential</u> <ul style="list-style-type: none"> • A minimum of 3 years' experience working in a project management environment <u>Desirable</u> <ul style="list-style-type: none"> • Experience working within the NI Natural Gas Industry 	Application Form
Job skills, knowledge and abilities	<u>Essential</u> <ul style="list-style-type: none"> • Excellent communication, negotiation and leadership skills • Positive attitude • Self-motivated • A full valid UK driving licence • Proficient IT skills to include the use of Microsoft programmes such as word, excel & outlook 	Application Form / Interview

This job description is designed to outline the main duties and responsibilities associated with the post, but is not intended to be an exhaustive list of duties performed.