*Role Profile*

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| **Title:** | Own Brand Business Manager | **Function** | Own Brand |
| **Job Band:** | 8 | **Department:** | Health and Beauty |
| **Location:** | Devon House | **Target Start Date:** | July 2023 |
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| **Main Purpose of the Role** | | | |
| *To provide comprehensive business management support to DFI’s Own Brand Health & Beauty Department, delivering a strong contribution to the overall achievement of the Own Brand business strategy objectives in line with the companies overall goals and objectives.* | | | |
| **Key Priorities & Challenges** | | | |
| Project lead for Own Brand central business planning process and continuous improvement across Own Brand H&B  Lead new business development across markets and with functional key stakeholders  Preparation of regular and ad-hoc reports and presentations for key business stakeholders | | | |
| **Key Responsibilities** | | | |
| **Business Planning** : In conjunction with Own Brand Commercial Director, Own Brand Team and functional stakeholders, lead continuous process improvement to support delivery of strategic plans. Develop the tools and reports required to clearly monitor and communicate project progress for end to end product development process and the annual planning cycle.  **Business Development**: In collaboration with internal and external partner stakeholders across determined territories develop and manage Own Brand new business opportunities and relationship management  **Business Management** : Manage & maintain central data portal, ensuring contents are accurate, up to date and accessible at all times.  **Reporting :** Provide regular business & project updates to key stakeholders | | | |

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| **Key DF Competencies** | Commercial Awareness  Strategic Thinking  Stakeholder Management | **Role Specific**  **Competencies** | *Project Management*  *Category Management*  *Business development*  *Excellent communication skills* |
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| **Key Requirements  *(Education, work experience and skills, industry certification, language proficiency, personal attributes etc)*** | | | |
| *Degree holder, ideally in Business Administration, Commerce, or related*  *5-10 years work experience in Retail, FMCG, Business development, account management, procurement, project management*  *Good working knowledge project management, business planning and processes as related to product development & retail*  *Experience working across multiple Asian markets*  *Strong business acumen*  *Ability to collaborate successfully across different retail functions & markets*  *Strong, clear communicator able to influence others*  *High accuracy in written, numerical & verbal communications*  *Proficient in MS office Excel, Word & Powerpoint*  *Fluent in English & Chinese* | | | |
| **Key Relationships** | Immediate Line Manager: Commercial Director Health & Beauty  Direct Reports: 1  Peers/Key Stakeholders: Internal - Head of Product Development, Product Development Managers, Business Project Owners, Product Technical Managers. External – Merchandise Business managers | | |
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| **Remuneration** |  | | |