The Business Development Manager works to connect our science and scientists to government, industry and communities, seeking to strengthen the positive impact and revenue from applying our science to those who benefit from it. Working in partnership with GNS Science scientists, the role is part of the Business Partnerships team who are charged with developing new business opportunities, enhancing existing business opportunities and key relationships.

<table>
<thead>
<tr>
<th>Reports to:</th>
<th>Business Partnerships Team Leader</th>
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<tbody>
<tr>
<td>Department:</td>
<td>Research and Business Partnerships</td>
</tr>
<tr>
<td>Group:</td>
<td>Stakeholder Relations</td>
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<tr>
<td>Tenure:</td>
<td>Permanent</td>
</tr>
<tr>
<td>Location:</td>
<td>Avalon (Wellington) or Auckland</td>
</tr>
<tr>
<td>Direct reports:</td>
<td>Nil</td>
</tr>
<tr>
<td>Budget:</td>
<td>Nil</td>
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<td>Date:</td>
<td>March 2020</td>
</tr>
</tbody>
</table>

The overall Research and Business Partnerships functions include:

- Business development and new business management
- Relationship development and management, externally and internally
- Contract negotiation and management
- Research proposals and funding
- Commercialisation

Purpose, Priorities and Responsibilities of this position

In the role, you will develop deep relationships with commercial and industrial organisations, government bodies and aid agencies to better connect science with end-user needs and drive greater relevance from scientific research both here in New Zealand, and potentially in the Pacific and other countries within the remit of our international strategy.

- Develop close relationships and partnerships with a portfolio of potential and existing major clients and stakeholders
- Develop close relationships with scientists to ensure each understands the other’s work, and to enable our science staff to partner effectively with clients
- Work closely with leadership teams in the Science Group to align business development activities with the overall strategic direction of the organisation
Specific responsibilities include:

Business Development and External Partnering

- Identify commercial opportunities to secure new clients and revenue, both within New Zealand and internationally
- Work with partners to shape the commercial settings for new projects, ensuring fit-for-purpose commercial structure, pricing and margin, and risk mitigations.
- Develop and implement account development and management plans for the assigned portfolio of significant clients
- Engage with, and visit, current and prospective clients
- Work with clients and funders to create the business case in support of proposals and projects of relevance to GNS Science’s commercial interests
- Work closely with GNS Science scientists and managers to sell and deliver products and services to existing and new clients, both within New Zealand and internationally
- Establish credibility as a trusted advisor and establish deep partnerships with significant clients and stakeholders, leading to influencing client business decisions that utilise our services and research outcomes
- Contribute to ensuring that research funding is well integrated with commercial activity, and that commercial activity informs the direction of research funding

Business Partnering - Internal

- Establish credibility as a trusted advisor, coach and influencer to GNS Science staff to ensure strategic business development/revenue creation decisions are being made and to actively contribute to the strategic direction of the business
- Contribute to business planning and budgeting for business development activities, including advising on the preparation of budgets and forecasts.

Contract Management

- Work within contract pricing methodologies
- Work closely with scientists, the Contract Negotiations Advisor and Legal Department to develop and negotiate contract proposals for commercial work, prepare responses for RFPs, project reports etc
- Oversee commercial contracts to ensure GNS Science’s meets its contractual and reporting obligations
- Work closely with the Performance and Reporting Advisor to monitor and report on contractual terms.

Stakeholder Relations

- Work closely with internal peers, GNS Science scientists and the Stakeholder Relations Group colleagues to identify commercial opportunities and to secure new clients and revenue, both within New Zealand and internationally
- Foster and develop strong and positive relations with new and existing significant stakeholders and clients
- Share information and insights with Stakeholder Relations Group colleagues, and ensure key information is shared in the CRM system
- Work with the Marketing Analyst and Marketing/Brand Advisor to develop and implement appropriate marketing material and campaigns.
Team Work

- Work effectively as a member of the Business Partnerships Team to support other team members and provide coverage of clients and team functions and processes
- Meet the internal communication and reporting obligations of the team
- Support a positive culture and morale within Team GNS.

Responsibilities of all staff

- Comply with all GNS Science policies and procedures
- Contribute to making GNS Science a healthy and safe place to work by complying with the responsibilities and accountabilities outlined in the Health and Safety Management System Framework

The responsibilities of this position will change over time to respond to changing needs. The incumbent will need the flexibility to adapt and develop as the company and its environment evolves.

Key Working Relationships

External:
- NZ government ministries and departments, Crown Research Institutes, Iwi, Māori organisations and companies, commercial and industry clients, regional and local government authorities, international governments and ministries, international companies, legal advisors

Internal:
- Science General Managers, Business Services General Manager, Science Staff, Legal Department, Stakeholder Relations Group, managers and staff

Person Specification

Skills, knowledge and attributes

- Demonstrated commercial acumen and experience in shaping effective commercial projects
- Demonstrated ability to open new doors and build effective working relationships
- Practised at negotiating and closing commercial deals
- Proven analytical and interpretative skills
- An ability to quickly establish trust and credibility with senior stakeholders inside and outside of the organisation
- Excellent written and oral communications skills, including the ability to shape and contribute to commercial documentation (including Relationship Agreements, MOUs, contracts, EOI, business cases)
- Knowledge of NZ Treasury Better Business Cases methodology and approaches, and a track record of helping internal and external stakeholders to develop successful investment cases
- High level of accuracy and attention to detail
- Effective ability to prioritise workload and manage time to agreed focus areas
- Able to manage and drive activity through times of ambiguity and/or barriers
- Develops builds and maintain effective relationships with Māori, respecting obligations under Te Tiriti of Waitangi and interacting appropriately with Māori taking into consideration tikanga (customs) and kawa (protocol)
Experience

Essential:
- Demonstrated commercial acumen and experience in developing commercial business
- Proven experience building relationships with strong influencing skills
- Have knowledge of or experience working in an engineering or science led field, preferably in the Earth or environmental sciences
- Business case writing and presentation to executive teams and/or governance boards
- The ability to learn new technical areas informally to a satisfactory level to gain credibility with stakeholders
- Be able to regularly travel domestically and possibly internationally

Desirable:
- Experience in CRI environment, Government ministries or local government
- Experience or knowledge of Treasury’s Better Business Cases methodology
- Experience working with Iwi or Māori organisations or other indigenous groups

Qualifications and Requirements

Essential:
- Relevant qualification in Business, Law, Marketing, Earth Science or other relevant qualification or similar practical experience
- Full driving licence

Competencies

The following competencies are expected of all staff:

► **Results Orientation**: The ability and commitment to achieve effective results, and work towards or exceed agreed goals.

► **Business Focus**: The ability and desire to apply appropriate principles and practices to maximise revenue, minimise cost, while meeting our obligations.

► **Relationship Management**: The ability and commitment to develop and maintain effective relationships with groups and individuals.

► **Communication**: The ability to express thoughts and ideas clearly and consistently (orally and in writing).

► **Innovation and Initiative**: The ability and commitment to seek and use better ways of doing things (to improve personal and GNS Science performance).

► **Teamwork**: The ability to establish and maintain effective and cooperative relationships.

► **Professional Integrity**: Act in a manner that conveys high personal and professional standards.

► **Technical Expertise**: The ability to maintain and develop technical expertise.