



POSITION DESCRIPTION

POSTION:	Business Development Consultant
REPORTS TO:	Business Development Manager
DELAGTIONS	None
DIRECT REPORTS:	None
LOCATION:	Wellington

Key Relationships

Internal

Business Development Manager
Region Manager
Project Manager
Tech Café Manager
Digital Manager
Academic Services Manager

External

Corporate and SME prospects
Key Government stakeholders
Key regional development partners
Community development groups
IT industry members

Statement

The core purpose of Computer Power Plus is to build innovative futures with our students, industry, communities and all employees' roles are expected to incorporate and reflect Te Tiriti o Waitangi, the Vision and Values/Principles of Computer Power Plus.

Vision – Computer Power Plus will build technology businesses through investment is students, industry and our communities.

Te Tiriti o Waitangi - Take all practical steps to create and maintain a culturally sensitive environment for staff, students and other persons. Where appropriate attend training about Te Tiriti o Waitangi and/or biculturalism

Computer Power Plus Values - Demonstrate professional practices that reflect the CPP values and principles which are: Manaaki, Identity, Equity, Innovation, Responsiveness, Success, Integrity and Accountability.

Position Purpose

This role has responsibility for supporting Computer Power Plus's business development activities within a specified geographic territory, including, but not limited to:

- Supporting business development processes of student recruitment, enrolment, internships, paid work experience and placement.
- Assisting with product and service development, including sales and marketing promotional campaign delivery;

- Supporting key account management of internal and external stakeholders;
- Contributing to local event management with industry partners; and
- Ensuring community engagement via stakeholder engagement and local event participation.

The Business Development Consultant is a member of the Region Team. This team leads CPP's sales activity for all domestic marketplace focused revenue generating activity within the specified geographic region.

The Consultant will work closely with the Business Development Manager to ensure services are provided to a consistently high standard and that all contractual services/products are delivered on time.

Key Accountabilities

Responsibilities for this position are expected to change over time as CPP responds to changing marketplace conditions, and student and stakeholder needs and wants. The incumbent is expected to adapt and develop as the environment evolves. To ensure the focus of responsibilities remains up-to-date, the intention is for the high-level description below to be supported by short-medium term (e.g. 12-month) rolling annual activity plans prepared by the incumbent and agreed with his or her manager within the wider context of a 3-5-year strategic plan.

Delivery of Business Development Activity

(Member of Region Business Development Team)

The position is directly accountable for:

- the enrolment of students
- the arrangement, monitoring and reporting of internships with partners
- organization and delivery of all contracted CPP and Tech Café services and products sold by the Business Development Manager
- the organizing and implementing placements of students with partners
- Identifying new product & service development opportunities for CPP in conjunction with local communities, industry partners and key internal and external stakeholders.

This role supports CPP's Government funded revenue generating portfolios and Tech Café commercial business development activity, in conjunction with the Project Manager and Tech Café Managers of Computer Power Plus (CPP).

Person Specifications

Specialist Knowledge and Leadership:

- Intermediate business development or sales experience, market knowledge and networks, including sales and key account support skills, preferably with exposure across the tertiary education sector.

- This all-round sales and marketing background will ideally include a strong ability to:
- Deliver compelling sales and marketing engagement that support all business development related activity, working within a collaborative framework that supports the achievement of CPP's strategic goals;
- Proactively deliver new customer centric products and services, providing key account support that grows CPP's commercial footprint;
- Manage a range diverse customer groups with complex and differing demands and needs.

Develops Capability & Sustainability:

Can assess and act on opportunities, strengths, and challenges to improve CPP's and Business Development's overall capability and future sustainability. To meet key performance indicators (KPI's), by managing performance and risk and developing critical competencies.

Achieves Individual Excellence:

Can set and achieve high standards of performance in all aspects of work at CPP. This incorporates demonstrating a strong commitment to CPP's vision and goals, showing initiative and achieving quality outputs even where there may be significant obstacles to progress.

Maintains positive & productive working relationships:

Can connect with people at all levels and has credibility with relevant industry and other key stakeholders and constituents. This incorporates demonstrating an understanding of, and having a passion for students' success, and for supporting partnerships with the wider community, including industry and Iwi. An ability to partner with others to achieve positive outcomes, proactively managing relationships, searching for productive opportunities to create new business with others that fits the strategic goals of CPP, and developing and maintaining high standards of customer service, both internally and externally.

Makes effective decisions:

Can make decisions within the context of CPP's operating environment (economic, social, educational and regional) its vision, its values and its plans as a leading tertiary educational institution. It incorporates understanding education and learning in these contexts. It also includes the ability to approach situations or problems in a systematic and logical way, seeking and analysing available information, and exercising reasoned judgments in a timely and effective manner.

Communicates for results:

Can proactively and effectively communicate with others to obtain required results. This incorporates understanding of key audiences and using active listening techniques, and appropriate oral and written behaviours and skills informed by that understanding.

Works effectively within & across groups:

As an individual, effectively supports and contributes to the success of teams by building strong working relationships across teams and helping other individuals and groups meet their goals. This includes supporting collective decision-making and demonstrating a commitment to the group, showing interpersonal sensitivity and managing conflicts.

Lives institutional values:

Works within a clearly defined values framework as identified by CPP's purpose, identity and values, encouraging a team environment that fosters growth.

Person Specification

Qualifications / Experience

Essential:

- Relevant tertiary qualification
- Specialist knowledge in placement and/or Enrolments of students
- Demonstrated success in Business Development/Sales
- Experience, preferably in the technology sector, or in a related organisation
- Engagement with students in tertiary environment
- Knowledge of the tertiary education and technology environments
- Experience in working in a multi-cultural environment
- Project Management and Reporting skills

Desirable:

- Business Development/Sales experience within industry
- Project reporting and organisational skills
- Understands the needs of employers to build capacity
- Understand IT solutions sales

Personal Attributes:

- Demonstrated interpersonal and relationship skills
- Effective communication skills, both written and oral
- Can manage and meet sales targets
- Adaptable and able to work across teams
- Able to manage several stakeholder groups with differing demands
- Commitment to Te Tiriti o Waitangi
- Able to self-manage