Whakaaturanga Mahi - Job description

Job details	
Job title:	Business Development Manager
Reports to:	Partnerships and Strategic Development Manager
Direct reports:	N/A
Key relationships:	
Internal:	Growth team
	Key Account Managers
	Refurbishment Centre Managers
	All Enable New Zealand Limited Staff and Managers
External:	Private Market
	Retail and commercial partners
	Suppliers
	Industry associations and sector networks
Location:	Palmerston North (hybrid working arrangements available)

Ko wai mātou - Who we are

Our mission is to support disabled people and their whānau to live everyday lives in their communities. We do this by effectively managing access to equipment and modifications for disabled, ageing and rehabilitating people and their whānau on behalf of the Accident Compensation Corporation (ACC), the Ministry of Social Development – Disability Support Services (DSS), and private market providers.

He aha ngā painga ki a mātou - What matters to us most

At Enable New Zealand, we care about making a difference to disabled people and working together as a team.



He aha te mahi - Role purpose

To drive sustainable private-market growth for Enable New Zealand by identifying, securing and growing partnerships across aged care, private hospitals, hospice, NGOs, retail and other commercial channels, regionally and nationally.

This role combines new business development (approximately 70%) with long-term relationship management (approximately 30%), working with the Growth Team to secure new partners and ensure they get real value from working with Enable New Zealand.

Ngā mahi haepapa - Role responsibilities

objectives	Responsibilities
Business Development Support Enable New Zealand's business development activities through effective planning and analysis of the market opportunities that are aligned with the organisation's strategic direction and growth aspiration.	• Collaborate with leaders to support an annual business development plan that includes: - Strategic partnership opportunities (research and innovation opportunities) - Specific tactical opportunities (nationally and regionally) - Scoping and feasibility of targeted opportunities • Identify potential accounts or partners and develop the required relationship • Understand current sector trends with a view to developing new services, products, and distribution channels • Conduct client needs assessment and develop a business case • Develop relevant service delivery models and approaches • Work with stakeholders to co-design relevant services • Use knowledge of the market and competitors, identify and develop the organisation's unique selling propositions and differentiators • Maintain a database of contacts, including records of discussions and follow ups • Work collaboratively with internal stakeholders to develop proposals • Oversee applicable contract formations, renewals and close-outs, and lead a collaborative negotiation process • Shape commercial models for target sectors, including hire, lease, referral and rebate arrangements, and develop MOUs and partnership agreements

objectives	Responsibilities
Relationship Management Work proactively to develop, build and strengthen long–term relationships that will lead to new business opportunities	• Identify, target and develop business relationships that are aligned with Enable New Zealand's Strategic Plan • Serve as a primary point of contact between Enable New Zealand and applicable business partners • Conduct key administration of the relationship • Hold regular business reviews with assigned partners and grow the value of each account • Identify and build strategic alliances & service delivery partnerships • Undertake proactive networking with all relevant external stakeholder groups to develop insights into future opportunities • Work across the organisation and externally to maintain collaborative & constructive working relationships with all key stakeholders • Positively market & promote Enable New Zealand services, its brand and reputation as a trusted and leading provider • Attend relevant meetings and functions, such as association events and conferences, and provide feedback and information on market and sector trends.
Reporting and Performance Undertake reporting relevant to the role.	• Conduct regular business reviews and contract audits with key stakeholders to report on key metrics • Regularly track and report activity against, relevant contracts, business development plan and targets • Keep accurate CRM records and report on pipeline, revenue and partner performance • Identify and action opportunities for continuous improvement • Any other reporting as required
Apply Health and Safety knowledge and skills to all work practices to ensure compliance with the Health and Safety at Work Act 2015 and any subsequent amendments or replacement legislation	• Is familiar with all policies and procedures as they affect the work environment • Ensure that safe working procedures are practised, and no person is endangered through action or inaction • Is aware of and can identify hazards and act, accordingly, including preventing or minimising the adverse effects of hazards • Ensure that all incidents, including near misses, are reported within the required timeframe using Enable New Zealand's incident reporting system. Actively participate in Enable New Zealand's health and safety programmes, through input into meetings and feedback through committee structures

objectives	Responsibilities
Te Tiriti o Waitangi - Treaty of Waitangi and Equity	• Apply knowledge of Te Tiriti o Waitangi - Treaty of Waitangi and its application in Health to all work practices. Attend appropriate Te Tiriti o Waitangi education sessions
Cybersecurity and Data Privacy *Apply knowledge and skills to all work practices to protect the confidentiality, integrity, and availability of data and systems used by Enable New Zealand and comply with the Privacy Act 2020 and any subsequent amendments or replacement legislation*	• Follow Enable New Zealand policies and procedures when handling information to protect privacy and confidentiality. • Take care to only access or share information that is necessary for your role and authorised for use. • Be mindful of how information is discussed, stored, and shared (e.g. in conversations, emails, and documents), especially when it involves personal or sensitive details. • Report any suspected privacy breaches, data loss, or security concerns promptly through the appropriate channels. • Keep work devices, passwords, and access details secure and do not share them with others. • Ensure physical information (e.g. printed documents) is stored securely and disposed of appropriately when no longer required. • Support a culture of privacy and security by completing required training and applying it in day-to-day work. • Use approved tools and systems when handling Enable New Zealand information to maintain data integrity and security.

Ngā āheitanga matua - Key Competencies

Competencies are the skills, knowledge, and attributes required to be fully competent in this position. There will be a programme available for appointees to meet competencies where a need for continued development is identified. For the purposes of selection, essential competencies have been identified, and decisions will be made based on the ability of applicants to meet these:

Qualifications and Experience

- A minimum of 3-5 years' experience in business development, partnerships or key account management roles in any industry, building and developing relationships with a diverse range of stakeholders within the public and private setting, and driving results.
- Proven track record in sales, business development and winning new business.
- Proven track record of increasing revenue through generation of new business ideas.
- Experience building commercial models (such as hire, lease, referral or rebate) and negotiating contracts.
- A tertiary qualification in business, marketing or a related field is preferred.
- The successful applicant will hold a current driver's licence.

Skills & Attributes

- Strong problem-solving skills, with the ability to develop practical business models and solutions.
- Strong understanding of digital systems and solutions, and their application within a business environment.
- Ability to build effective relationships and work collaboratively with internal and external stakeholders at all levels.
- Strong negotiation and influencing skills, with the ability to achieve mutually beneficial outcomes.
- Sound financial acumen, including experience managing sales budgets, forecasts and financial performance.
- Strong digital capability, including proficiency in Microsoft applications and CRM/database systems.
- Proven ability to develop compelling business proposals, reports and other customer-focused documentation.
- Ability to develop practical implementation plans and successfully support new initiatives.
- Understanding of person-centred practice and customer-focused service delivery across the end-to-end customer journey.
- Working knowledge of strategic and annual business planning processes.
- Resilient and persistent, with the ability to maintain momentum and progress opportunities over extended periods. Self-motivated and proactive, with the ability to work independently while remaining connected and collaborative with others.

Physical Attributes:

Under the Human Rights Act 1993 discrimination based on disability is unlawful. Enable New Zealand Limited will make all reasonable efforts to provide a safe and healthy workplace for all, including persons with disability.

Every effort has been made to outline requirements clearly. If a potential applicant has uncertainties about their ability to fulfil these physical requirements, enquiry should be made whether it would be possible to deal with a particular issue by obtaining advice from the People and Culture Team.