

Position Description

Title: Business Development Analyst (Fixed Term)

Reporting to: Strategy & Planning Manager

Direct Reports: Nil

PURPOSE OF POSITION

The Business Development Analyst reports to the Strategy & Planning Manager and is a member of the Commercial Team of MainPower New Zealand Limited (the Company).

The Business Development Analyst supports the company's strategic business planning function, the MPowered Future. They will assist in developing and operating the MPowered Planning Framework, writing business cases and co-ordinating implementation plans, whilst maintaining a comprehensive suite of business planning assumptions. The Business Development Analyst will support MainPower's retail brand, Kakariki Power in providing operational and analytical support and will be integral to MainPower's network pricing development.

The Business Development Analyst provides support to the broader Commercial team and the rest of the Company in the leadership of a culture of service excellence within the Commercial functions; ensuring customer and business needs are understood and that best practice delivery meets or exceeds expectations; all while ensuring health and safety standards are maintained.

POSITION VALUES

The role of the Business Development Analyst is considered a key position within the Company and it is expected that it maintains a high level of professionalism and integrity, displays a positive attitude and team focus, and is enquiring and articulate while ensuring the values of the Company are upheld at all times.

KEY RELATIONSHIPS – INTERNAL AND EXTERNAL

- Strategy & Planning Manager
- Commercial Team
- All MainPower staff
- Customers
- Key service providers, advisors and consultants

ACCOUNTABILITIES

MPowered Future

Supporting the MPowered Future planning framework

Kakariki Power

Providing operational and analytical support to the electricity retailing function

Pricing

Supporting the development and maintenance of the network pricing function

Commercial support

Health and Safety

Contributes to a culture of health and safety within the Commercial and Procurement Functions.

RESPONSIBILITIES AND PERFORMANCE MEASURE

- Supports development and operation of the set of analytical 'tools' and processes in the MPowered Future toolbox.
- Regularly reviews all energy market developments including technology, consumer and industry participant behaviours to maintain currency of company value drivers.
- Co-ordinate the development of the business planning assumptions (e.g. demand forecasts, technology adoption rates) for use in the business planning round.
- Administration of the stage/gate process.
- Assists in the development of business cases, including project / business valuation modelling.
- Helps develop and maintains a high-level strategy performance reporting framework.
- Processing of key supplier invoices.
- Being responsible for the monthly financial and operational reporting.
- Developing customer pricing and tariff design.
- Portfolio analysis (supply / demand) including on-boarding of new customers.
- Supports the continued development and enhancement of the company's *Cost of Supply* and *Pricing Models* to support the design on new pricing structures.
- Operates the models to develop the annual pricing levels in accordance with the Pricing Roadmap.
- Assists the Commercial Team and wider business in providing best practice commercial support and general analysis.
- Positively contributes to the Company's Health & Safety culture through active support and adherence to internal policies and procedures.
- Models behaviours that promote health and safety values of the Company.

Risk Management

Provides support to the Strategy & Planning Manager to ensure risks are identified, mitigated and reported.

- Provides support to the Strategy & Planning Manager in understanding and reporting on key risks to the Company within the responsibility of the Commercial Function.
- Supports the Strategy & Planning Manager in developing appropriate risk mitigation or management strategies as required.

Team Participation

Works with the Commercial team on matters of operational and strategic importance to the Company.

- Participates fully in meetings with colleagues throughout MainPower, contributing as appropriate and supporting colleagues as required.
- Reports regularly to the Strategy & Planning Manager on matters of importance including achievement of objectives.
- Undertakes any further responsibilities as reasonably requested by the Strategy & Planning Manager.

Process Management

- Supports the Commercial Team's processes in accordance with MainPower's Process Management Framework.
- Contributes to developing and documenting of processes through Promapp.

Professional Development

Undertakes all professional development required to fulfil the Procurement Management competencies and accountabilities.

- In conjunction with the Strategy & Planning Manager, establishes and implements personal Key Performance Indicators (KPIs) to drive performance in alignment with the strategy with the Commercial function and the Company.
- Actively participates in all performance reviews with the Strategy & Planning Manager.
- As part of the performance review process, develops and regularly reviews individual performance, identifying opportunities to improve performance and achievements of KPIs.
- In conjunction with the Strategy & Planning Manager, prepares and keep current a professional development plan.

COMPETENCIES – ATTRIBUTES AND BEHAVIOURS

In order to be effective in the position, the Business Development Analyst shall have and be able to consistently demonstrate the attributes and behaviours described below:

- Is innovative, solution focus and always looks at the 'big-picture'
- Proactive, energetic and positive in all dealings and shows initiative with colleagues and service providers.
- Displays strong commercial acumen. Analyses key drivers, opportunities and competitive advantages to develop tactics to benefit the Company.
- Has tenacity in pursuing goals, show focus in the face of opposition and ensure personal goals are aligned with the Company objectives.
- Actively demonstrates professionalism throughout the Company and the industry and be a credible and trustworthy person who holds the respect and loyalty of all stakeholders.
- Demonstrates a strong understanding and commitment to the goals and objectives of the Commercial function and the Company.
- Regularly update knowledge and skill through effective training and education.

COMPETENCIES – SKILLS AND EXPERIENCE

In order to be effective in the position, the Business Development analyst shall have and be able to demonstrate the following skills and experience:

- At least 5 years proven experience in commercial analytical roles requiring a broad set of competencies to deliver on organisation-wide goals.
- Strong analytical skills including financial modelling with well-developed Excel capability.
- Strong project management capability with an ability to deliver on project milestones and objectives.
- Ability to research, gather, analyse data, produce information and draw robust conclusions.
- Proven experience in writing business cases.
- Supporting the strategic business planning process in similar size organisations.
- Supporting the implementation and management of complex planning and analytical models.
- Experience in business intelligence reporting.
- A relevant tertiary qualification in economics, commerce or business is desirable.