

POSITION DESCRIPTION

Job Title	Business Growth Manager – TechNZ
Status	Full Time, Permanent
Department	Business Growth
Location	Level 5, 50 Manners Street, Wellington
Manager	Mary-Anne Webber, General Manager, Business Growth

ORGANISATION	Grow Wellington Limited
ORGANISATION DESCRIPTION	Grow Wellington works with a huge variety of exciting businesses throughout the greater Wellington region covering the different stages in their development. We have a coordinated suite of high value programmes and services that help these businesses grow and become more successful so that we grow our region's exports and its economy for the benefit of all. Our goals are to inspire export growth, and to be the go-to place for business.
PROGRAMME/DEPT DESCRIPTION	One of the ways we aim to achieve our goals at Grow Wellington is through our partnership with TechNZ, the Ministry of Science and Technology's business investment programme, where we make investments on their behalf in the Wellington region.
DIRECT REPORTS	None
HOURS OF WORK	40 hours per week
ROLE PURPOSE	<p>The person in this role will work with Business Growth Managers across the region and the other TechNZ Manager and the Ministry of Science and Innovation to assist Wellington region companies to grow through research and development, in particular the TechNZ investment programme.</p> <p>The key objective of this role is to fulfil our KPIs for TechNZ investment in Wellington.</p> <p>The role will also involve attending fortnightly TechNZ regional partner meetings and presenting to various organisations in the Wellington region.</p>
KEY RELATIONSHIPS	<p>Business Growth Managers across the region</p> <p>Business Growth Manager – TechNZ</p> <p>Ministry of Science and Innovation</p> <p>All Grow Wellington managers and staff</p> <p>Wellington business owners and operators</p> <p>Local and national partners/networks</p> <p>TechNZ regional partner network</p>

KEY FUNCTIONS AND RESPONSIBILITIES:

The following functions are performed in this role, however it will be expected that the Business Growth Manager – TechNZ will continuously review the efficiency and effectiveness of each, and propose improvements.

TechNZ Advisor

- Identify businesses to work with based on their potential to innovate and grow;
- Identify technology companies that would benefit from investing in R&D and building their R&D capability;
- Evaluate R&D investment opportunities;
- Make recommendations for investments in technology companies in accordance with TechNZ criteria;
- Facilitate access to expert technology development and research assistance including the TechNZ Global Expert service;
- Facilitate access to other TechNZ services and or external assistance as may be appropriate;
- Maintain knowledge of regional services available aimed at businesses;
- Actively promote the role and functions of Grow Wellington and help raise awareness of the assistance available; and
- Complete report and record keeping requirements.

General

Attendance at events and functions as required.

OPERATIONAL RESPONSIBILITIES

Policies and Procedures

- Awareness of and compliance with Grow Wellington's policies and procedures, including an understanding of standard organisational procedures as outlined in the office manual.
- Due to the dynamic nature of our work, the tasks and responsibilities noted in this role description may change from time to time. Any 'material' changes will be mutually agreed between the parties and noted in writing.

SUPERVISORY RESPONSIBILITIES:

None.

QUALIFICATIONS AND EXPERIENCE:

- Tertiary qualification in Science, Engineering, Technology/IT or business/commerce
- Business experience – three - five years

PROFESSIONAL COMPETENCIES:

- Knowledge about how businesses operate, the issues faced by businesses as they innovate and grow
- Research and development issues faced by companies
- Computer literacy including internet research, database management, Microsoft office and project management tools
- Customer focus - adheres to the principles of good customer service with every interaction and transaction
- Works continuously to improve the way results are achieved (efficiency and effectiveness)

PROFESSIONAL COMPETENCIES CONTINUED:

- Outcome focused
- Problem solving-solution finding
- Team player: works in a collaborative and cooperative manner with colleagues and external partners
- Commitment to self-improvement

PERSONAL ATTRIBUTES:

- A clear, confident communicator
- An interest in business growth, continuously up-skilling and learning
- Attention to detail
- Good judgement

KEY PERFORMANCE INDICATORS:

- Achieve the KPIS for the TechNZ investment programme in Wellington
- Contribute to 75% approval rating from Grow Wellington clients
- Contribute to the Business Growth team and the TechNZ business investment programme as a whole

WORKING CONDITIONS AND ENVIRONMENT

Grow Wellington has an entrepreneurial culture, which will require some out of hours work. This role may involve travel within the wider Wellington region.