

# BUSINESS DEVELOPMENT ANALYST



REPORTS TO	LOCATION	DIRECT REPORTS	GROUP
Trade Commissioner, Kaikōmihana Hoko	North America	Nil	International

**“Our purpose is to grow companies internationally – bigger, better, faster – for the good of New Zealand”**

**“Tā mātau whai kia whakakaha kamupene – kia nui ake, kia pai ake, kia tere ake – mō Aotearoa ngā whiwhinga”**

## WHY IS THIS ROLE IMPORTANT? | TE MANA Ō TE MAHI?

The Business Development Analyst role works collaboratively with Trade Commissioners and Business Development Managers across the North America Regional team to provide exceptional support to different range of customers and help growing their business internationally.

## WHAT'S THE ROLE ABOUT | TE NGAKO Ō TE MAHI?

**The most important work of this role is to...**

- Play an integral role in supporting the Regional Team to contribute and develop high quality reports including stats on industry, info on trade shows & associations and share findings and their implications.
- Prepare background information for customers' discovery calls.
- Support Business Development Managers with their one to many sector events.
- Monitoring industry information and tracking changes, new trends for Business Development Managers and their portfolio customers, helping them stay on top of valuable information coming out of associations, industry groups and so on.
- In collaboration with the Business Development Managers, develop thoughtful insights into cultural issues and business practices to reduce cultural barriers to entry.
- Support Business Development Managers with the delivery of NZTE engagement plans. Work alongside BDMs to ensure all new customers' requests are swiftly actioned and followed up.
- Ensure up-to-date information is distributed stored through relevant internal systems.
- Effectively work in cross-functional team environment with other Business Development Analysts.
- Liaise and engage with Trade Commissioners and Business Development managers to ensure the work evolves and continues to meet the needs of customers.
- Develop effective and collaborative working relationships with your key stakeholders across the regional team and in New Zealand.
- Relate well to all kinds of people – up, down, and sideways, inside and outside the organisation; build appropriate rapport; build constructive and effective relationships; use diplomacy and tact; can diffuse even high-tension situations comfortably.

**Success in this role means:**

- Trade Commissioners and Business Development Managers are exceptionally supported and provided with the right information at the right time with great impact.
- Shows an understanding of business commerce and thinks broadly about our customers' challenges.

# BUSINESS DEVELOPMENT ANALYST, KAITĀTARI WHANAKE PAKIHI



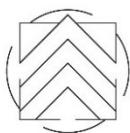
## WHAT CAPABILITIES ARE NEEDED TO SUCCEED | Ō PŪKENGA?

- **Strong relationships and interpersonal skills** – Able to use and build connections and maintain great relationships with multiple stakeholders. Relates well to everyone, understands own impact and manages conflict well.
- **Learning and self-development** – continuously seeks out new learning opportunities and is committed to learning as part of their development process. Has the ability to ask for advice and help when required.
- **Great analysis and reporting** – skilled at identifying key insights across information data sets and to clearly articulate messages across informal and formal communication channels.
- **Be a strong communicator** – highly skilled at crafting impactful written reports and presentations; capable of convincing others to act and able to communicate information in a way that enables others to understand and act.
- **Problem solver** – use initiative, be forward thinking and decisive with decision making while staying cool under pressure. You are a proactive doer with great attention to detail.
- **Great at prioritising** – spends time on what's important; zeros in on the critical, eliminates roadblocks; creates focus for self and team.
- **Flexible** – able to be proactive and reactive all at the same time, managing multiple priorities and eliminating roadblocks without being knocked off balance by the unexpected.
- **Extra** – a recent College grad or one/two years experience in a similar role, you have experience with Microsoft Suite, dashboard/reporting tools, and intermediate to advanced Excel. You have a genuine interest in finding out more about New Zealand and a demonstrated awareness of international trade.

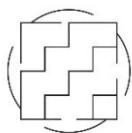
## Our characters | Ō mātou uara

- **Ambition drives us** – Our ambition for our customers is high, and we always rise to the occasion. We help meet their business expectations by expecting greatness of ourselves.
- **Adventure teaches us** – Experimentation is more powerful than perfection, as only through learning from our missteps can we truly succeed. That's why 'giving it a go' is the best way to learn.
- **Honesty frees us** – We explore challenges with an open mind. Only when we ask questions and truly listen can we discover the right way forward.
- **Trust binds us** – Our people may be worlds apart, but it's trust that holds us together. Growing a nation is only possible when we keep promises and honour commitments.
- **Manaaki is us** – We celebrate the mana (strength and dignity) of each other as being equal to or greater than our own. We strive to enhance mana in everything we do through our hospitality, generosity and mutual respect.

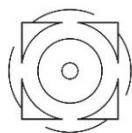
It's when these five characters work together that we truly become One Global Team – that's the real superpower of our organisation and how we achieve so much for our customers.



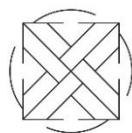
**AMBITION**  
Drives us



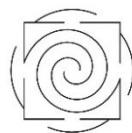
**ADVENTURE**  
Teaches us



**HONESTY**  
Frees us



**TRUST**  
Binds us



**MANAAKI**  
Is us

# BUSINESS DEVELOPMENT ANALYST, KAITĀTARI WHANAKE PAKIHI



## How we lead at NZTE | Ā mātou kawenga ki Te Taurapa Tūhono

Leadership at NZTE takes a broad definition. We see leaders as those who lead others. That can include formal people leaders, leaders through influence or those who are leading our customers. At NZTE we define leadership as "*enhancing mauri to deliver impact*".

