

Position details

Title of Position:	Business Development Representative
Reports to (position title):	Manager Connected Customers
Division:	Corporate Development
Function:	Customer Connections
Number of Direct Reports:	Nil
Grade:	2

Health, Safety & Wellbeing

ElectraNet is committed to a Safety-First culture and a work environment promoting the health, safety and wellbeing of all workers. To sustain this culture, all leaders are required to implement and maintain the areas of ElectraNet's safety management system under their control, where the health, safety and wellbeing of all workers comes first while ensuring full compliance with all legislative and policy requirements.

All employees are required to contribute to the Safety-First culture by exercising their duty of care to themselves and one another, by working safely, by adhering to all reasonable safety and security instructions, by using all equipment provided in accordance with safe and secure work methods and by promptly reporting any unsafe working practices, hazardous working conditions or security threats.

Position Overview

Business Development Representatives (BDR) provide support to the broader Customer Connections team in the delivery of Electra Net's contracted (unregulated) business revenue targets and objectives.

As a recent graduate or developing professional, they will build upon their existing knowledge by developing strong internal relationships across the business and an understanding of Business Development processes at ElectraNet to be able to support activities related to: the identification, securing and winning of new contracted business opportunities; providing support for the management of, and actions relating to existing and new customers as guided by others within the team; and providing broad support in the running of the teams within the division.

They will build an awareness of the processes used to assess business opportunities against existing commercial frameworks and provide support in due diligence and business proposal generation under the guidance of others.

Success in this role is characterised by a responsive approach to learning opportunities, a proactive can-do attitude, and the ability to communicate effectively in forming strong professional relationships.

Key Responsibilities**OPERATIONAL & TECHNICAL**

Responsible for building on theoretical concepts whilst working under general supervision on a broad range of activities including:

New opportunities by:

- Developing an understanding of Electra Net's corporate objectives, strategy and broader business.

- Contributing to the development of offerings, proposals, contracts etc that support strategically identified market areas.
- Developing an understanding and providing administrative assistance with the preparation of proposals, bids and transactions for new business opportunities, including the transaction closing life cycle.
- Developing an understanding of commercial contracts/agreements and providing administrative support in the creation of these in accordance with existing processes and under the guidance of others.
- Developing an understanding of business processes, technical capabilities, and constraints, and how these are applied to customer connection activities with low to moderate risk/complexity.
- Assisting in the preparation of materials for potential customers, such as presentations, reports, analysis, and other documentation.
- Proactively contributing to the development of team meetings, opportunity pipelines/ forecasts and divisional/ team initiatives.
- Supporting internal teams to manage existing customer needs and achieve outcomes that meet the customers' requirements, without compromising Electra Net's position.
- Utilising a variety of standard methodologies and techniques in solving problems.

Effective engagement with key stakeholders by:

- Developing solid working relationships with internal stakeholders, and an understanding of effective stakeholder engagement.
- Collaborating with multi-functional teams from across the business to support high-quality information being shared within a timely manner.
- Collaborating effectively with the broader team to support the effective sharing of knowledge to support business outcomes.
- Enhancing Corporate Development's brand perception (internally) through positive stakeholder interactions.

Supporting continuous improvement activities by:

- Participating in activities that improve business efficiencies (including divisional and team initiatives).
- Supporting the achievement of the overall Corporate Development Plan and Growth Strategy.

BEHAVIOURAL

- Actively promote office harmony via a collaborative approach to relationship management.
- Demonstrate a positive, flexible and adaptable attitude with a willingness to take on a wide range of diverse tasks and adjust to competing and shifting priorities in a changing environment.
- Create and develop a respectful workplace environment that values cultural diversity, innovation, open discussion and cross functional collaboration to help drive high performance.
- Lead by example; role model desired behaviour and priorities, demonstrate personal accountability for self-development and for achieving quality and timely result.
- Carry out the role in a professional and ethical manner and in accordance with Electra Net's values, Code of Conduct and other policies.

Significant Working Relationships

- All ElectraNet Divisions

Equipment & Technology Used

- MS Office 365 suite of programs.
- ElectraNet general access programs (e.g., Grazer, GIS, Google Earth, Ezy 2 view, etc.).

Selection Criteria**KNOWLEDGE, SKILLS & EXPERIENCE:****Essential**

- Excellent written and oral communication skills.
- An awareness of effective negotiation and conflict resolution strategies.
- Ability to use tact and discretion in dealing with sensitive and confidential matters.
- Strong problem-solving skills with the ability to proactively resolve and address issues as they arise.
- Experience developing collaborative and productive relationships across diverse stakeholders.
- Ability to drive outcomes from/ in collaboration with stakeholders to deliver on assigned tasks.
- Experience in preparing and analysing data and information.
- A demonstrated ability to gain an understanding and aptitude for industry knowledge, market insight, and technical concepts in support of Electra Net's contracted business service offering.
- Demonstrable skills in the Microsoft Office Suite (2010), specifically document formatting, report writing and presentations.

Desirable

- Previous experience, in a Business Development, Sales, or Industry related role.
- Electricity Industry background an advantage.
- An understanding of legislated rules and codes governing the business and industry (NER, Telecommunications Act etc.).
- Flexible approach to working hours, after-hours commitments and travel between ElectraNet site locations.

QUALIFICATIONS:

- Tertiary qualification in relevant Business, Technical, Financial or Commercial Field or relevant discipline (desirable).

Background Checks

- Pre-employment checks, including background and security checks (such as global criminal checks) are required for this position, completed prior to commencement and repeated on a regular basis after appointment.

NOTE: Copies of the above listed qualifications/licences/certificates are required as evidence on appointment.