

JOB PROFILE

1. POSITION DETAIL

CURRENT JOB TITLE	Senior Business Development Officer	JOB GRADE	D2 (R 725 042,36)
PROPOSED JOB TITLE			
JOB CODE			
DEPARTMENT	Business Development		
DATE REVIEWED	02/2021		
LOCATION	Rosslyn		
EMPLOYMENT STATUS	Permanent		
PURPOSE STATEMENT			
<p>Formulate and implement a business development strategy to develop new concepts as part of an expansion plan and optimization of programmes to achieve AIDC growth strategy, income and profitability targets. The Senior Business Development Officer is required to assist the Department Manager in the development and implementation of new innovative business strategies in order to create and expand strategic infrastructure opportunities including support to the ASP and current AIDC infrastructure programmes.</p>			
POSITION IN THE ORGANISATION			
LINE MANAGER	Business Development Manager: Programmes		
POSITION	Senior Business Development Officer – Business Development		
SUBORDINATE	Business Development Officer		
SUBORDINATE POSITIONS			
<p><i>Please provide job titles of subordinates and total number of employees per job title (organogram can be inserted)</i></p>			

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2. POSITION DESCRIPTION

MAIN OUTPUTS AND RESPONSIBILITIES FOR THIS POSITION – <i>(Please provide a short description under each heading/output)</i>	TIME SPENT
<p>1. Business and Performance Planning</p> <ul style="list-style-type: none"> • Support the Department Manager to develop, collect information, solicit inputs, draft and prepare the operational business plans of the department in accordance with AIDC Strategy, Business Plan, Policies and Procedures; • Contribute to the Business Planning Process for the Department • Business process improvement recommendations • Business process optimization 	10%
<p>2. Business Development</p> <ul style="list-style-type: none"> • Stakeholder Relationship Management (including CRM) • Identifies business needs (auto sector), government priorities and new opportunities to ensure growth and sustainability • Development of concepts for business opportunities • Develop proposals and feasibility studies on various potential projects • Identify stakeholders, funders and funding plans • Market opportunities to key stakeholders • Attract and retain project sponsors • Manage relationships and expectations • Client Identification and engagement • Brand representation: <ul style="list-style-type: none"> ○ Industry forums; ○ Seminars ○ Marketing of the services • Research 	50%
<p>3. Project Delivery Oversight</p> <ul style="list-style-type: none"> • Ensure delivery as per agreed business case • Review performance data to monitor and measure productivity, goal progress and activity levels • Represent the Department and AIDC to all stakeholders; • Ensure effective and efficient utilization of resources in achieving plans and objectives; • Identify problems, develop alternatives and recommend courses of action in consultation with the Department Manager through analysis, interpretation and evaluation of issues • Monitor Corrective Action processes • Corrective Action report 	10%
<p>4. Reporting</p> <ul style="list-style-type: none"> • Ensure that the correct project and departmental information is 	10%

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MAIN OUTPUTS AND RESPONSIBILITIES FOR THIS POSITION – (Please provide a short description under each heading/output)	TIME SPENT
<ul style="list-style-type: none"> • reported • Ensure on-time and accurate submission of all required reports • Ensure all evidence is collected and filed for auditing purposes • Support with Monthly, Quarterly and Annual reports including M&E and Management Reports 	
<p>5. Project Management</p> <ul style="list-style-type: none"> • Plan, direct and co-ordinate the operations of projects • Plan and implement procedures and systems to maximize operating efficiency • Ensure compliance with policies and practices and contribute to the development and implementation of AIDC policies and procedures, consistent with the AIDC strategic direction • Establish and maintain controls • Assist in compiling, reviewing, updating and maintaining the Departmental Risk registers in line with AIDC’s risk management process • Manage compliance to the Enterprise Resource Planning system policy, processes and operational requirements • Manage project specific budgets in line with overall department budgets (where applicable) 	10%
<p>6. People Management</p> <ul style="list-style-type: none"> • Manage employees as appropriate department to optimise business performance and the service to customers. • Ensure subordinate staff have the required skills and experience to execute their tasks. • Conduct Performance Planning Sessions. • Compile the Performance Management (KRA) documentation in collaboration with the staff members in terms of: <ul style="list-style-type: none"> • Job Profile requirements • Strategic Performance Objectives • Key Performance Areas • Personal Development Plan • Track and monitor performance in accordance with policies and procedures and performance planning documentation. • Continuously provide feedback and coaching to ensure that the staff member/s performs at optimum productivity level. • Conduct performance reviews with subordinates in accordance with policies and procedures and take corrective actions where necessary. • Appraise performance at the end of each performance period in accordance with policies and procedures. • Provide feedback to the relevant role players. • Maconomy approvals – staff and expenses • ESS – leave approvals 	10%

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MAIN OUTPUTS AND RESPONSIBILITIES FOR THIS POSITION – <i>(Please provide a short description under each heading/output)</i>	TIME SPENT
TOTAL	100 %

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3. JOB EVALUATION CRITERIA

A) KNOWLEDGE AND SKILLS	
FORMAL EDUCATION	<ul style="list-style-type: none"> • Bachelor's Degree and/or Business management qualification • A tertiary qualification in Marketing, Economics or Accounting is preferable
TECHNICAL/ LEGAL CERTIFICATION	<ul style="list-style-type: none"> • Project Management Qualification (1-year diploma)
EXPERIENCE	<ul style="list-style-type: none"> • A minimum of 5 years' automotive industry experience at all levels within the sector including supplier and OEM level. The incumbent must have the required network to function at a strategic level with government and industry. • 3 years in a projects and automotive/manufacturing environment; • Proven experience in business development or new concept development • Extensive practical knowledge and experience of the manufacturing industry is essential • Experience in developing tender documentation • Experience maintaining multiple stakeholder relationships • Proven track record in developing business cases and compiling project proposals including viability studies of a technical nature • Sales and Marketing experience, specifically cold calling to potential clients • Supply chain exposure would be an advantage

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4. COMPETENCIES

COMPETENCIES		
KNOWLEDGE	SKILLS	ATTRIBUTES
PFMA; Financial Management Principles	Communication and presentations	Time Management
Contracts Landscape including Tenant Lease Management	Advanced Computer	Patience
Project Management	Interpersonal	Tact/Tolerance/Diplomacy
Business Planning	Management: PLOC	Attention to Detail
People Management	Problem Solving	Customer Focus
Risk management	Report writing and analysis	Innovation
Business operations management	Analytical	High stress tolerance
Continuous improvement methods	Business planning	Self-control
Project Management	Networking	Ability to work independently
Government Strategies and Policies	Coaching and mentoring	Organized
Working Knowledge of Building Regulations	Stakeholder Relationship Management	Punctual
Enterprise Development	Relationship Versatility	Quality Oriented
Socio-Economic Programme Development	Conflict Management	Initiative
Infrastructure Development	Performance Management	Sound business acumen
	Key Account Management	Creativity

5. OTHER SPECIAL REQUIREMENTS

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B) DECISION MAKING

What are the most regular and complex challenges in the job? Please provide a couple of examples of regular problems that need to be resolved and not ad hoc scenarios or cases. Also indicate how these problems or challenges will be resolved.

- Greenfield projects
- Impact of decision making on the achievement of project objectives
- Projects require a high level of innovation (uniqueness)
- Diverse nature of stakeholders and role-players - managing expectations

Please name the resources utilised by the jobholder to solve problems or make decisions, e.g. the internet, manuals, policies, procedures, external resources, etc.

- Internet, manuals, policies, procedures, external resources, liaison, networking

Please provide the typical planning cycle of the job – macro as well as micro planning, e.g. macro – 3 – 5 years and micro – 1 year. Also provide examples to elaborate on the answer.

- Micro – weekly, Monthly to Annual
- Macro - multi year

How long will it normally take before the impact of the judgement calls made by the jobholder will be felt in the business?

- Immediate
- Longer term

What type of practices, procedures, policies, systems or outputs does the jobholder influence or change in his/her role as a Professional/Technical consultant or specialist – operational, tactical or strategic? Please apply the 60/40 rule and provide examples to elaborate on the answer.

- Translating strategy into practice
- Projects performance Risk Management Processes at department level

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C) ACCOUNTABILITY

What type of decisions can the jobholder take within his/her area of accountability and what type of decisions will typically be referred to the direct manager for sign off? Please provide a couple of examples of regular decisions/problem solving or judgement calls and not ad hoc scenarios or cases.

Jobholder accountability

- Operational decisions
- Delegated authority– OPEX budget as per AIDC approved levels
- Delegated authority as per AIDC approved levels

Referral to Line Manager for approval

- Receive directives from Business Development Manager: Programmes

D) COMMUNICATION

Please provide examples on the context, range and complexity of subject matters being communicated by the jobholder as well as the context, format and process of communication used to reach the target audience. Please refer to both verbal and written communication.

(Concentrate on issues that make the communication process complex, e.g. communicating information to an audience that is not familiar with the concepts and technology, communicating to an audience that has their own opinions and the subject matter is of such a nature that no single interpretation can definitely be shown to be correct and the jobholder has to persuade the audience under these circumstances of what he/she thinks the best practice is, etc.)

- Verbal – networking, negotiations, presentations, facilitation of discussions, engagement with stakeholders, and the like
- Written – operational plans, business plans, risks registers, submissions, presentations – internal and external, reporting, e-mail, network correspondence

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APPROVED BY LINE MANGER

Signature: _____ Date: _____

CONFIRMED BY HR EXECUTIVE

Signature: _____ Date: _____

ACKNOWLEDGED BY INCUMBENT

Signature: _____ Date: _____