



Position Details

Position Title	Business Development Specialist
Location	3 Frederick Road, ROYAL PARK SA 5014. You may be required to work at other sites within the employer's establishments to meet business requirements. You may also be required to work at member sites, host sites and other external sites. This role requires approximately 80% of the time spent off-site meeting with new and prospective MTA customers.
Reports To (Position Title)	Automotive Business Manager
Financial Accountability (Expense Budget and/or revenue)	N/A
Management Responsibility (No of employees managed/supervised)	N/A

Position Responsibilities

Purpose of the Position	To promote and maximise revenue from new MTA Memberships, Training, Employment and Upskill Training.
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In order of importance, list the key responsibilities/activities of the position. Each responsibility should be weighted according to the amount of time/effort spent on it during a normal year. The total weighting will be 100%.

Primary Responsibility	MTA Services growth (Membership, Training, Employment, Upskill Training).	90%
Purpose of Activity	To maximise MTA revenue through the sale of MTA services across membership, training, employment and upskill.	
Example	<ul style="list-style-type: none"> Develop yearly KPIs in conjunction with the Automotive Business Manager. Implement strategies to find new MTA service users. Utilise existing customer lists to cross sell and upsell. 	

	<ul style="list-style-type: none"> • Work closely with the training and employment department to gain ongoing understanding of the services that the MTA has to offer. • Contact existing customers to grow their MTA services use. • Generate business and other appropriate prospecting lists. • Establish new customer relationships, to attract new MTA customers. • Contact resigned members to retain their membership. • Develop and implement membership, training and employment promotions in conjunction with the Automotive Business Manager and the Marketing team. • Follow up debtors list (phone and personal visit). • Input new membership applications into the CRM with 100% accuracy and all associated "paperwork" – photos, checklist etc. • Review and report on all strategies in line with plans and budgets. • Plan and facilitate effective zone meetings to promote MTA services. 	
Responsibility (2)	Reporting and administration	10%
Purpose of Activity	To ensure accurate and current data	
Example	<ul style="list-style-type: none"> • Maintain the leads list and present all leads monthly to the direct manager. • 100% accuracy and timely update of the CRM. • Effective and efficient management of prospecting data. 	
Total Weighting		100%

Compliance Responsibilities

It is the responsibility of both the manager and incumbent(s) of the role to ensure that the following compliance requirements are met:

- **Relevant laws and regulations including OH&S and EEO**
- **Industry codes.**

Knowledge, Skill and Experience Requirements

<ul style="list-style-type: none"> • Knowledge • SACE • Degree/Diploma • Post-Graduate Qualifications • Trade Certificate • Industry Specific Qualifications 	<p>Essential</p> <ul style="list-style-type: none"> • Sales experience. 	<p>Preferred</p> <ul style="list-style-type: none"> • Tertiary Sales, Marketing or Business qualifications.
<ul style="list-style-type: none"> • Skills and Attributes • Interpersonal Skills eg. Communication, Negotiation, Problem Solving, Analytical, Customer Service, Team work 	<p>Essential</p> <ul style="list-style-type: none"> • Enthusiastic, motivated and engaging. • Outcome focussed and results driven. • Sales oriented. • Excellent interpersonal and relationship-building skills with a proven ability to build rapport. • Influencing and negotiating skills. • Outstanding written and verbal communication skills. • Ability to work autonomously. • Strong ability to identify opportunities and develop innovative solutions. • Excellent problem solving skills. • Confident to present at meetings in an engaging and professional manner. • Strong time management and organisational skills. • Able to use initiative and driven to succeed. • Flexible attitude. • Proactive, fostering a culture of continuous improvement. 	<p>Preferred</p>
<ul style="list-style-type: none"> • Personal alignment with MTA Values 	<p>Teamwork: Working together, empowering and supporting one another to achieve our common goals</p> <p>Achievement: We do our</p>	

	<p>best to exceed expectations, striving for innovation in our delivery of relevant and valued services</p> <p>Accountability: We take ownership of all that we do, each taking responsibility for our part in delivering high quality services</p> <p>Respect: We understand, acknowledge and appreciate the needs, opinions and values of everyone by embracing the diversity we have within our organisation.</p> <p>Excellence: We strive to do and be the best in all that we do every day.</p>	
<ul style="list-style-type: none"> • Computer Software • E.g. Microsoft suite, Project, Finance 	<p>Essential</p> <ul style="list-style-type: none"> • Intermediate skills in the Microsoft Office suite - Excel, Word, PowerPoint, Outlook. • Confident in the use of customer databases. 	<p>Preferred</p> <ul style="list-style-type: none"> • IMIS
<ul style="list-style-type: none"> • Additional Requirements: • Clearances • Technical Skills • Licences • Training 	<p>Essential</p> <ul style="list-style-type: none"> • Drivers Licence. • Working with Children Check (or willing to obtain). • National Criminal History Check (or willing to obtain). • Safe Environments for Children and Young People. 	<p>Preferred</p>
<ul style="list-style-type: none"> • Experience • Industry and/or field experience 	<p>Essential</p> <ul style="list-style-type: none"> • Sales background. 	<p>Preferred</p> <ul style="list-style-type: none"> • Automotive industry experience.

Frequent Contacts

Internal Contacts Includes organisational managers and employees.	Automotive Business Specialists, Key Managers, Team leaders etc.
External Contacts Includes customers, members, suppliers, Government bodies, industry groups, competitors	Prospective members, Current members, Suppliers and Other industry groups.

Managerial/Leadership Functions

<ul style="list-style-type: none"> • Relevant management functions performed including: • Performance and Career Planning • Salary Review • Business Planning • Budgeting 	N/A
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I HAVE READ, UNDERSTOOD AND AGREE TO THE CONTENTS OF THIS POSITION DESCRIPTION:

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NAME OF INCUMBENT

.....
GENERAL MANAGER, AUTOMOTIVE BUSINESS

DATE OF APPOINTMENT.....

DATE.....

.....
SIGNATURE OF INCUMBENT

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SIGNATURE OF GENERAL MANAGER