

Position Description

Lentune Software Solutions Ltd

Growth and Partnership Leader

December 2018

This document is subject to review from time to time

Section A

Position: Growth and Partnership Leader
Reports to: CEO
Location: Christchurch – National Focus

Section B

Position Objective: To manage the sales and business development aspects of Lentune Software Solutions Ltd. This will include responsibility for business development and account management and overseeing both marketing and all sales. You will work closely with the CEO providing input into the strategic direction and sales and marketing planning.

Functional Relationships:

Internally

- CEO
- Software Developers
- All staff

Externally

- Strategic Partners
- Clients
- Potential Clients
- Trade Organisations

Section C

Key Tasks and Specific Accountabilities

Achievement of the position objective will involve the following tasks:

1 Business Growth

The Growth and Partnership Leader is responsible for identifying new opportunities and developing relationships with prospective clients in order to grow revenue for the business.

Expected Results

- (a) Develop and implement a strategic sales plan in conjunction with the CEO
- (b) Identify and pursue new growth areas and business development opportunities
- (c) Liaise regularly with the key potential clients, managing ongoing needs and identifying new sales opportunities
- (d) Ensure the company keeps abreast of current market, economic and industry trends to maximise business opportunities
- (e) Conduct high level sales conversations with key decision makers in prospect accounts and successfully service their businesses

2 Account Management

The Growth and Partnership Leader is responsible for the effective management of existing client relationships in order to deliver revenue targets.

Expected Results

- (a) Liaise regularly with existing clients, managing ongoing needs and identifying new sales opportunities
- (b) Effectively manage key accounts utilising account and sales management plans and tools, such as the CRM
- (c) Managing quoting, product updates, recommendations, proposals and maintain ongoing contact with key decision makers
- (d) Forecast sales activity and revenue achievement in the CRM

3 Marketing

The Growth and Partnership Leader is responsible for the oversight of marketing and brand management in conjunction with the CEO.

Expected Results

- (a) Build, maintain and promote effective relationships with key external providers and agencies
- (b) Represent the organisation at public functions and events

- (c) Attend conferences and keep up to date with any trends and developments in the industry
- (d) Ensure marketing and PR plans are developed, implemented and continuously monitored and amended as required
- (e) Develop compelling marketing collateral including proposal documentation that effectively communicates the unique selling proposition of Lentune

4 Sales and Management Reporting

The Growth and Partnership Leader will be responsible for ensuring the sales and revenue targets of Lentune Software Solutions Ltd are achieved in conjunction with the CEO.

Expected Results

- (a) Coordinate, prepare and present an annual sales budget for adoption by the CEO
- (b) Prepare all monthly sales reports and analysis to the CEO as required
- (c) Oversee the forecasting process for the business in conjunction with the CEO
- (d) Preparation and presentation of business cases and project costings for new business opportunities
- (e) Develop and promote commercial acumen to support decision making across the business
- (f) Ensure the budgeted sales revenue in any year is achieved

5 Product Management & Development

Oversee the successful management and development of new services and products at Lentune in conjunction with the CEO and clients.

Expected Results

- (a) Act as the conduit between the client and the onboarding team to ensure efficient and effective deployment of new software to clients
- (b) Work closely with the software development team to assist in implementing recommendations that strengthen product performance, features, positioning, processes and customer experience
- (c) Identify and analyse product, process and services that make Lentune's suite of software products valuable and meaningful to customers, and identify new opportunities with existing and new clients
- (d) Maintain and constantly monitor the software product positioning and innovation

6 Leadership

The Growth and Partnership Leader is responsible for providing effective leadership, support and development opportunities for staff, while ensuring company profitability.

Expected Results

- (a) Provide leadership, advice and direction in support of the CEO
- (b) Support team performance, providing honest and specific feedback, guidance and advice in conjunction with the CEO
- (c) Provide professional and positive leadership while maintaining and enhancing the employment brand, both internally and externally
- (d) Ensure the CEO is kept fully informed of progress towards strategic and operational objectives

7 Communications and Interpersonal Relationships

The Growth and Partnership Leader will be responsible for ensuring effective communications and interpersonal relationships are maintained.

Expected Results

- (a) Ensure internal communication provided by management is maintained and enhanced
- (b) Demonstrate interpersonal relations and communication attributes as detailed in the person specification section
- (c) Help to create a culture that embraces and acts upon the objective of achieving successful and sustainable long term outcomes

8 Personal Development

The Growth and Partnership Leader will be responsible for their own professional and personal development.

Expected Results

- (a) Attend relevant and value adding professional courses and programmes in consultation with the CEO

9 Other

Carry out other tasks and duties, as and when required.

Expected Results

- (a) Duties are carried out in a timely and accurate manner, and in accordance with Lentune Software Solutions Ltd's policies and procedures
- (b) Undertake all other duties that are reasonably requested from time to time by the CEO

Section D

Person Specification

The Growth and Partnership Leader must be able to lead and foster collaborative working relationships across the organisation and with its current and potential clients. They will possess a relevant sales and partnership background within an organisation of similar scale or scope.

Required Experience

- Significant sales experience in a service or similar industry
- Strong new business development experience
- A sound understanding of a simple business workflow and basic accounting concepts
- Experience developing and implementing sales strategies
- Introduction of innovative and beneficial concepts to positively impact sales performance
- Ability to drive revenue and profit
- Strong and astute interpersonal and relationship building skills
- Proven ability to work under pressure
- Ability to balance innovative and creative thinking with critical and objective analysis
- Commercial acumen in addition to sound technical and financial management skills
- Team player with the ability to enhance and develop the Lentune's team culture
- Ideally you will have had exposure to software development planning methodologies such as AGILE, SCRUM etc
- The ability to prioritise workflow and project delivery
- Able to prepare reports, procedures and information papers that display an understanding of the business environment

Personal Attributes

- Effective negotiation skills
- Excellent communication skills
- Strategic thinker
- Excellent planning and organisational skills
- Sound leadership and motivational skills
- Continuous improvements exposure
- High attention to detail
- Flexible 'hands on' approach
- Honesty and Integrity
- Prepared to travel as required
- Presents as interested and engaged
- Is motivated by learning and enjoys new challenges