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## Position Description

<b>Position</b>	Business Development Executive (15 hours per week)
<b>Start date</b>	April/May 2023
<b>Location</b>	Wellington (preferred)
<b>Reports to</b>	Chief Executive

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## Key Objectives

The primary purpose of this role is to support the organization with growing membership and delivering new and added value member benefits that are aligned with TECNZ's Strategic Plan 2023-2026.

We are a small yet highly productive team of three looking after >320 international tourism businesses.

## Key Relationships

- Directly reports to the TECNZ Chief Executive
- TECNZ staff (membership and comms and events team)
- Inbound tour operator and Allied tourism supplier members
- Tourism stakeholders (Ministry of Business, Innovation and Employment, Tourism NZ, Tourism Industry Aotearoa, NZ Māori Tourism, Qualmark, Bus and Coach Association, NZ Cruise Association, Hospitality NZ, Business Events Industry Aotearoa, Hotel Council Aotearoa, Backpacker Youth and Adventure Association, ProGuides, Regional Tourism Organisations).

## Personal Qualities and Attributes

We are seeking someone with experience in the international tourism sector (inbound tour operators and working with offshore trade and NZ tourism suppliers) and a person who has a sales/business development background and is familiar with membership-based organizations.

The appointee should have proven ability and skills:

- Strong writing skills and policy writing experience
- Tourism industry experience, preferably with Inbound experience
- Membership organisation experience
- Health and Safety training and experience
- Proficient Microsoft Office, Zoom, Teams and
- CRM and graphic design/website development experience would be a plus
- Event experience would be a plus

We are looking for someone that has the ability to work unsupervised in an independent, proactive and professional manner with excellent organisation skills, great attention to detail, and is able to build relationships with ease and confidence.

We offer flexible work hours with a mix of working from home remotely and 2-3 days a week in the office as commitments require. Other key qualities:

- Event organization skills
- Effective communication skills
- Diplomatic
- Shows initiative
- System orientated
- Team player

## Key Accountabilities

### Membership:

#### *Responsibilities*

- To be proactive with member engagement
- To be proactive with sourcing new Inbound and Allied members
- To support YoungTEC Board with driving YoungTEC membership
- To update, develop and implement new tools and resources for member benefit including health and safety resources
- To develop and lead new member regional events

#### *Key Tasks and Timelines: **Travel for key events and regional events required.***

- Lead member engagement and support
- Timely response to member/delegate enquiries (within 24 hours)
- 6/9 August 2024: Annual Conference in Invercargill – support team
- 4 December 2024: Annual Xmas Symposium in Auckland – support team
- Organise regional member events to provide more member engagement (June-July 2024)
  - Potential supervisory or leadership programs for members
- Work with Comms & Membership executive on key tasks supporting members
- Review governance and operational policies and merge into one document
- Develop tools and resources on website and update 'Working with Trade' documents
- Introduce a carbon emission measuring system for the organization. e.g.
  - <https://ekos.co.nz/> , <https://carbonassess.toitu.co.nz/>

## Health and Safety

#### *Responsibilities and Tasks*

- Health and Safety enquiry support for members
- Assist Comms & Membership executive with Tourism Trade Checklist new developments  
<https://www.tourismtradechecklist.co.nz/>
- Liaise with Qualmark on ITO annual assessments and health and safety matters
- Introduce relevant health and safety initiatives for TECNZ office/team

## Stakeholder Engagement and Administration

### *Responsibilities and Tasks*

- Draft government submissions and relevant policy documents
- Draft board papers when required
- Draft annual report and assist with AGM
- Attend stakeholder meetings on behalf of CEO when required
- Support Comms & Membership executive with tasks
- Support Events Executive with event planning and delivery
- Support the Board and team with achieving projects and strategic goals

## Hours of Work

- Hourly pay rate in range of \$40.00 - \$44.00 per hour reflecting a supervisory/senior level of responsibility
- 15 hours minimum per week
- Flexibility of working from home and in an office
- Flexibility available with school holiday hours as per agreed with the Chief Executive

## Other Benefits

- Laptop provided
- Home internet/mobile phone plan allowance \$50 per month (\$25 per pay frequency)

Applications close 4.00pm Thursday 28 March 2024. An ideal start date would be by 30 April 2024.

### Limitations and Disclaimer:

*The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Other tasks may be made on request.*

*Office location: Level 3, 318 Lambton Quay, Westpac Building, Wellington*

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### Who is the Tourism Export Council of New Zealand

TECNZ is an Incorporated Society and a national tourism membership-based organisation that are specialists in all aspects of international tourism and the travel trade distribution system.

We have 70 Inbound Tour Operators (ITOs) members and over 240 Allied members made up of accommodation, transport, activity and attraction, regional tourism organisations and tourism services businesses. For more information on our role and activities, please view our website and read our most recent annual reports. <https://www.tourismexportcouncil.org.nz/about/annual-reports/>

# STRATEGIC PLAN: 2023-2026



## VISION

To enhance international tourism's profile and value to New Zealand

## MISSION

By facilitating business partnerships and influencing sustainable growth in export earnings for all our members

STRATEGIC PILLARS	KEY INITIATIVES	KEY INITIATIVES	KEY INITIATIVES
MEMBERSHIP SERVICES	Grow Inbound & Allied membership	Health and Safety	Tools and Resources
YOUNG TEC	Drive Membership	Capability Building	Career Opportunities
ADVOCACY & INFLUENCE	Grow awareness	Government relations and respected voice	Positive Stakeholder Management
EVENTS	Annual Conference	Xmas Symposium	Regional workshops, YTEC



## Strategic Goals and Timeline

How to measure success?		2023-2024	2024-2025	2025-2026	Beyond
MEMBERSHIP SERVICES	No. ITOs No. Allied No. YTEC	70 250 150	75 270 180	80 300 220	85 320 350
YOUNG TEC*	Drive membership services Capability building Career opportunities	Growth New prof dvlp Increased workforce	More prof dvlp Recognized career Increased workforce	More prof dvlp Recognized career Increased workforce	More prof dvlp Recognized career Increased workforce
ADVOCACY & INFLUENCE	Profile Government relations DOC, GST, Immigration	Positive New concession GST zero-rated	Positive No visa issues GST zero-rated	Positive Respected voice Increased awareness	Positive Respected voice Increased awareness
EVENTS	No. Conf pax No. Symp pax YTEC Regional	250 250 4 3	270 260 5 5	290 280 6 6	300 300 6 6

\* YTEC drafting Strategic Plan so KPIs might change, CEO reduced YTEC member goals 5Mar24